*Safe Work Practices* Setting up Workstations

**Hazards:** Workstations with poor ergonomics can lead to repetitive strain injuries, back pain, or other soft-tissue injuries

**Equipment:** Computer workstations

**Personal protective equipment:** N/A

**Training required:** N/A

**Legal requirements:** N/A

# Safe work practices

* Position your chair so your feet are approximately 30 cm (12 in.) out from the edge of the desk.
* Raise or lower the keyboard so that when you are typing your wrists are as close to a neutral position (hand in line with arm) as possible and your elbows are bent at an approximately 90° angle.
* The monitor screen should be about an arm’s length away from your eyes. The top line of text on your monitor screen should be at eye level, with the rest of the screen slightly below eye level.
* If you have to look down for long periods, stretch your neck by rolling your head back and from side to side to loosen up tight neck muscles.
* If you are sitting for periods longer than 30 minutes without moving, place one foot (alternate feet) against the footrest to reduce strain on your back and minimize low back pain.

References: *How to Make Your Computer Workstation Fit You* (WorkSafeBC publication BK76)

 *Ergonomic Tips for the Hospitality Industry: Preventing Injuries to Front Desk Agents* (WorkSafeBC pamphlet PH57)