

Safe Work Procedure

Computer Use

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:

Hazards Present:	PPE or Devices Required:	Additional Training Required:
repetitive strain injury neck, shoulder and back pain eye strain headaches		Operator training Ergonomic course/training

Safe Work Procedure:	
1 Chair:	A Adjust chair, comfort is important B Adjust seat height so that your forearms are parallel to the floor or sloping slightly downward C Shoulders should be relaxed and not hunched and elbows and upper arms should be close to your body D Adjust the backrest angle of your chair to feel comfortable E Use a footrest if required so that the thighs are parallel to the floor or sloping slightly down
2 Monitor:	A Should be directly in front of you B Screen should be approximately an arm's length away C The top of the screen should be at eye height and free of glare and reflections
3 Mouse:	A Use a mouse pad close to the keyboard to prevent over reaching B Use a straight wrist
4 Laptops:	Whenever possible, connect to an external keyboard and mouse and position screen above desk height
5 Breaks:	A Have a break to relieve the fixed posture and fixed visual focus. B Varying the task throughout the day is best C For extended computer work, short frequent breaks for 2-3 minutes every 20-30 minutes is recommended
6 Maintenance:	A Keep your equipment in good working order B Screen flicker, sticking keys on keyboards and rough running mice should be adjusted/repared or replaced

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations: 2.1 Safe Work Procedures 6 Personal Protective Equipment 8 Musculoskeletal Injuries	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years Reviewed By Worker Rep/ WSH Committee: Date:
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