

Safe Work Procedure

Job Title or Task: Computer Use	Approved By:	Date Created:	Date Last Reviewed/Revised:
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Potential Hazards Present: repetitive strain injury neck, shoulder and back pain eye strain headaches	Personal Protective Equipment (PPE) or Devices Required:	Additional Training/Reference Requirements: Operator training Ergonomic course/training
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Employers must ensure that workers are trained and follow this safe work procedure
Steps to perform this task safely:

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
- 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/repaired or replaced

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/ Standards / Applicable Legislation / Other: MB Workplace Safety & Health Act & Regulations: 2.1 Safe Work Procedures 6 Personal Protective Equipment 8 Musculoskeletal Injuries	<i>This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years</i> Date:
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