



Occupational
Health Clinics
for Ontario
Workers Inc.

Centres de
santé des
travailleurs (ses)
de l'Ontario Inc.

OFFICE ERGONOMIC REFERENCE GUIDE

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OHCOW Ergonomists

...More Important Now than Ever Before

- More reliant on technology than ever before.
- Computer use no longer limited to the traditional office.
- Almost all industries rely on the use of computers to perform some aspect of their job.
- The pandemic has further increased the use of computers in alternative settings (i.e. home workstations).
- Virtual meetings have now replaced in person interactions requiring additional computer and technology use.

...More Important Now than Ever Before

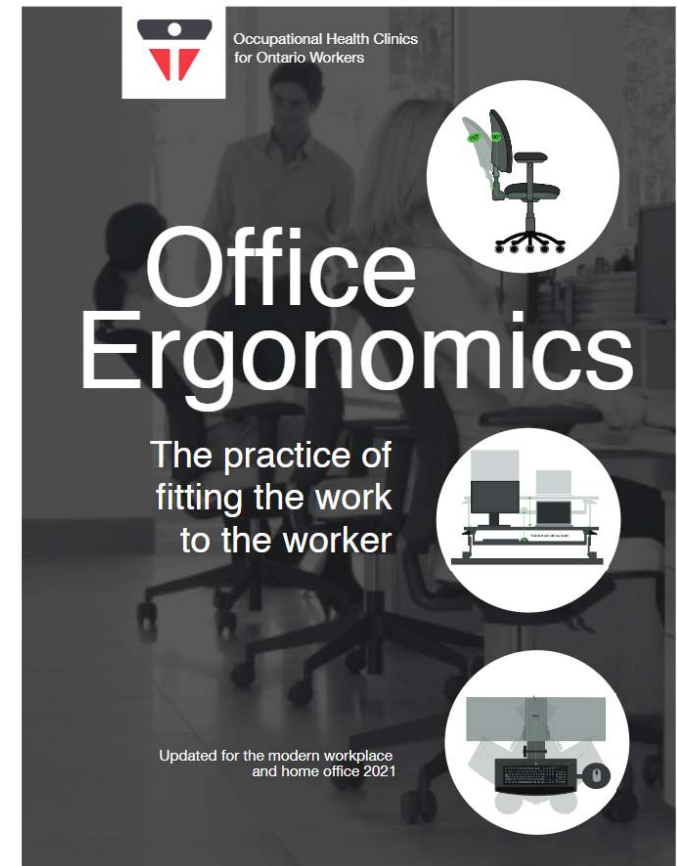
WHAT'S THE RESULT?

- Decrease in movement
- Increase in physical discomfort
- Decrease in productivity
- Increase mental fatigue
- Increase need of ergonomic intervention

WHAT IS OHCOW DOING ABOUT IT?

REVISED & MODERNIZED OUR OFFICE ERGONOMIC REFERENCE GUIDE

- Official Launch February 26, 2021
- Align content with CSA Office Ergonomic Standard



WHATS DIFFERENT?

- Reflect changes in the office environment (i.e. multiple monitors, tablet use etc.)
- Address changes as a result of COVID-19 (i.e. temporary workstations)
- Independent modules
- Web-based, live document
- Downloadable Pdf version available

Office Ergonomics

Ergonomics can be defined as "fitting the job to the worker".
Not all workers are the same size and everyone has their own personal limits which need to be taken into account.

[INTRODUCTION >](#)

Ergonomics aims to design workstations, work processes, equipment, and tools to fit you.
Learn more about this process using the information below:

- WORK SURFACES**
Work surfaces need to be adjusted to fit the worker and the work.
[LEARN MORE >](#)
- CHAIRS**
Chairs need to be adjusted to fit the worker, the work being done and the workstation in use.
[LEARN MORE >](#)
- SCREENS / MONITOR S**
Screens and monitors need to be adjusted to a height and position that suits the work situation.
[LEARN MORE >](#)
- EXTERNAL EQUIPMENT and ACCESSORIE S**
From input devices, to adjustable trays and footrests there is a lot to choose from to fit your workstation to you.
[LEARN MORE >](#)
- LAPTOP S, MOBILE PHONE S and TABLET S**
Laptops, mobile phones and tablets introduce new challenges but also new opportunities when it comes to positioning.
[LEARN MORE >](#)
- BIT/ STAND WORKSTATION**
Mixing up your static position is a great way to prevent stress and fatigue.
[LEARN MORE >](#)

WHATS TO COME?

NEXT WEEK WE WILL BRIEFLY DISCUSS THE FIRST 4 MODULES.

- 1) Introduction to Ergonomics
- 2) Work Surfaces
- 3) Chair
- 4) Monitors

