



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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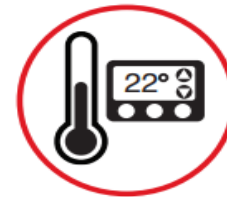
**OHCOW Ergonomists**

# Office Ergonomic Reference Guide Section 9

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## Additional Considerations:

- Lighting
- Noise
- Thermal Comfort
- Keyboard Shortcuts
- Alternative Sitting Devices
- Manual Material Handling (MMH)
- Postural Variation & Movement

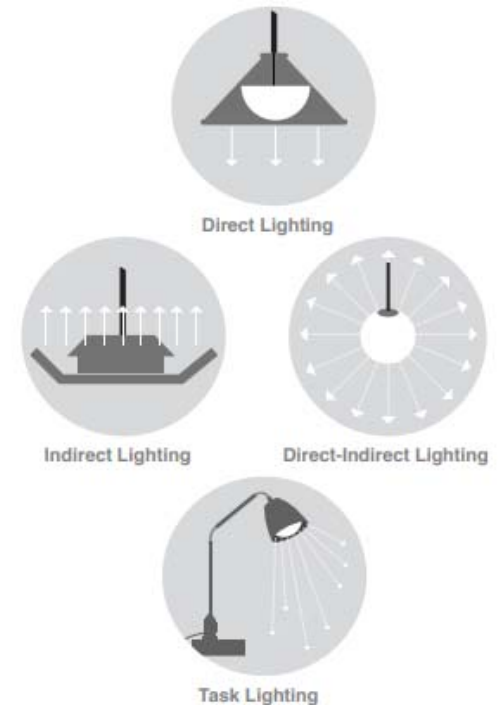


# Lighting

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The following should be considered when evaluating light levels within the work space:

- Presence of natural lighting.
- Available artificial lighting (i.e. overhead, desk lamps, etc.)
- Colours and finishes on the ceiling, walls and other surfaces.
- Window coverings/treatments (i.e. blinds, window tint, etc.).
- Individual vision needs of the user.
- Direction of light (i.e. glare)



# Lighting

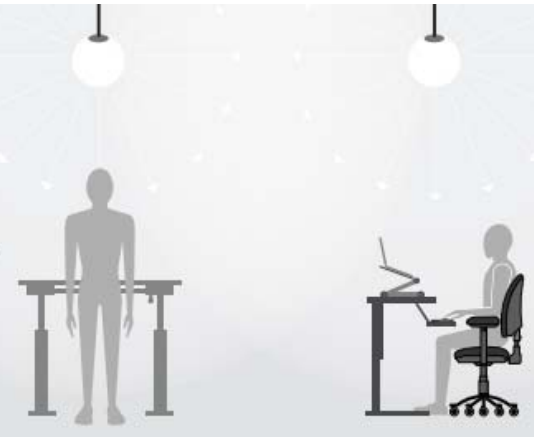
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## Types of Light Fixtures:

- Direct Lighting
- Indirect Lighting
- Direct-Indirect Lighting
- Task Lighting

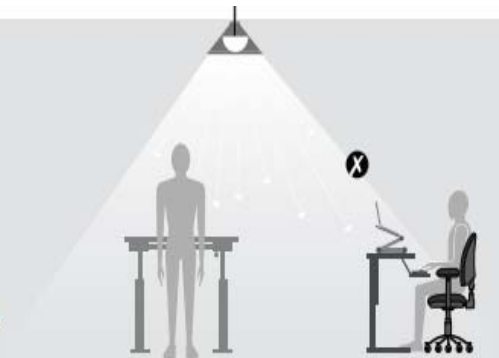
### Direct-Indirect Lighting

- Distributes light equally both upwards and downwards.
- Reflects light off the ceiling and other work surfaces.
- No light emitted horizontally which reduces glare.
- Accommodates a variety of workstation configurations.



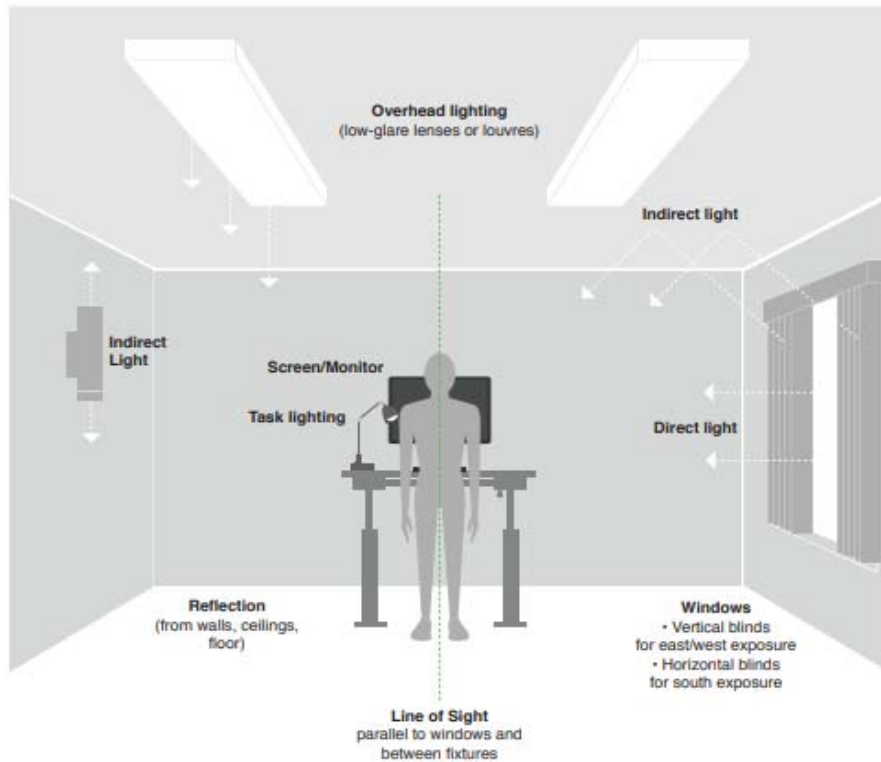
### Direct Lighting

- 90% or more of the light is aimed downward towards the work area.
- Tends to create shadows.
- Minimizes reflection and glare.
- Workstations should be arranged so that they are beside the light source and not directly underneath it.



# Lighting

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# Postural Variation & Movement

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- Sustaining any posture for an extended period of time potentially increase the risk of developing MSD. In order to avoid this, it is important to make postural changes as often as possible.
- Strategies for postural change in the office:



Alternate between postures every 20 to 30 minutes (i.e. sit down, stand up, change seated posture).



Schedule 3 to 5 minutes of movement every hour (insert into meeting agendas).



Centralize printer to provide additional opportunities for movement. Print and retrieve one document at a time.

# Postural Variation & Movement

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- Strategies for postural change in the office:



Perform phone calls/  
virtual meetings etc. from  
alternate postures (i.e.  
standing, walking, etc.).



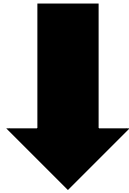
Schedule tasks to create  
additional postural  
changes.



Use alarms as reminders  
to periodically change  
postures.

# WHATS TO COME?

## Launch Mid-March



- Independent modules
- Web-based, live document
- Downloadable Pdf version available

The screenshot shows the 'Office Ergonomics' website. At the top, there is a navigation bar with the logo of the Occupational Safety and Health Administration (OSHA) and the text 'Occupational Safety and Health Administration'. The main header features the title 'Office Ergonomics' and a sub-header: '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.' Below this is a red button labeled 'INTRODUCTION >'. The main content area is titled 'Ergonomics aims to design workstations, work processes, equipment, and tools to fit you. Learn more about this process using the information below:'. It features six interactive modules, each with an icon, a title, a brief description, and a 'LEARN MORE >' button:

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