

Requesting an Office Ergonomics Assessment

The goal of office ergonomics is to design the office workstation so that it fits the employee, allowing for a comfortable working environment for maximum productivity and efficiency. An ergonomically correct office workstation will reduce the risk of employee fatigue, discomfort, musculoskeletal injuries and disorders. Refer to the [MSD hazard Identification tool](#) for general tips on how to maintain an ergonomic workstation.

The following steps are required when requesting an office ergonomic assessment.

- 1.1. The employee must have completed [office ergonomics training](#). Training should be completed upon hire, whenever an employee is required to work at new workstation, periodically as a refresher, and at the onset of symptoms related to poor ergonomics.
- 1.2. The employee should review office ergonomics [stretching techniques](#) to loosen muscles and tendons and promote flexibility.
- 1.3. The employee must conduct a [workstation self-assessment](#); this can be done with their supervisor. The assessment is a prerequisite to having an ergonomic assessment by Health, Safety and Wellness (HSW), or a third-party specialist.
- 1.4. Report ergonomic or safety hazards associated with the workstation. Employees should notify their supervisor of findings of the self-assessment and recommendations. The supervisor will contact HSW if a further assessment is needed.
- 1.5. As required, HSW will contact the employee, to schedule an in-person or virtual ergonomic assessment. If the employee has an underlying or pre-existing condition that impacts their ability to work that workstation, or is exacerbated by the workstation setup, the employee must notify HSW, prior to the assessment.
 - 1.5.1. In-person office ergonomic assessment
 - a) Prior to the assessment, the employee must provide HSW with a copy of the completed self assessment, identifying concerns and recommendations.
 - b) The employee should participate in the assessment by making recommended modifications and adjustments to the workstation and providing feedback during the process.
 - c) The assessor will review the workstation, considering the position of the chair, computer monitor, keyboard, mouse, footrest and document stand, if any. The assessor will make adjustments to the workstation to promote a comfortable neutral position for the employee. Recommendations may be made, including suggested task modifications, provisions for ergonomic equipment and communication of proper body postures to promote good ergonomics.
 - d) The assessor will take before and after photos and include them in the assessment documentation.
 - e) HSW will report the assessment outcome and recommendations to the employee and their supervisor.
 - f) If new equipment or devices have been recommended, the supervisor is responsible to implement those recommendations. The employee should follow recommendations for workstation modification and body positioning, and let their supervisor know if they cannot follow the recommendations for any reason.
 - g) The employee may be asked to participate in a follow-up review with HSW.
 - 1.5.2. Virtual office ergonomic assessment
 - a) Prior to the assessment, the employee must provide HSW with:
 - a copy of the completed self assessment, identifying concerns and recommendations; and,

- two pictures of the employee working at their home office or workstation. One picture must be taken from directly behind the person using the computer, and one from the side.
- b) The assessment will be conducted via videoconferencing. The employee must ensure access to technology which will enable a videoconference call, such as Microsoft Teams, or Google Meets.
- c) The employee should participate in the assessment by making recommended modifications and adjustments to the workstation and providing feedback during the process.
- h) The assessor will review the workstation, considering the position of the chair, computer monitor, keyboard, mouse, footrest and document stand, if any. The assessor will suggest adjustments to the workstation, that the employee would be expected implement to promote a comfortable neutral position for the employee. Recommendations may be made, including suggested task modifications, provisions for ergonomic equipment and communication of proper body postures to promote good ergonomics.
- d) Following the workstation modification adjustments, the employee will be asked to provide two pictures of the workstation, one from the behind the person and one from the side. The before and after photos and include them in the assessment documentation.
- e) If new equipment or devices have been recommended, the supervisor is responsible to implement those recommendations. The employee should follow recommendations for workstation modification and body positioning, and let their supervisor know if they cannot follow the recommendations for any reason.
- f) HSW will report the assessment outcome to the employee and their supervisor.
- g) The employee may be asked to participate in a follow-up review with HSW.