

Office Ergonomics Risk Factor Checklist



BENEFITS

Employers have a duty to minimize ergonomic hazards in the workplace for two reasons. First, injuries caused by poor design, repetitive motion and excessive force or vibration—alternately called musculoskeletal, soft tissue or repetitive stress injuries—account for a high percentage of all workplace injuries. Second, the OHS laws in all Canadian jurisdictions—either expressly or implicitly—require employers to protect workers from ergonomic hazards. And although offices and office spaces are typically fairly safe, workers in them are at risk of exposure to ergonomics hazards.

HOW TO USE THE TOOL

Use this checklist to help identify ergonomic hazards in the average office area.

Step #1: Observe the worker when performing regular work activities and ask him questions relating to your observations

Step #2: Determine whether the worker is exposed to the risk factor and then check yes or no

Step #3: Every “YES” represents exposure to an ergonomic hazard. The corrective options listed represent possible solutions, but aren’t an exhaustive list. If the corrective options listed don’t significantly reduce or eliminate the

hazard, consult the worker to determine an appropriate solution.