

OFFICE ERGONOMICS

GUIDE FOR EMPLOYEES



The ergonomics program at UVic actively promotes practices to ensure the health and safety of all of our employees.



WHAT IS ERGONOMICS?

Ergonomics is the science of adapting tools, workstations, equipment and job practices to help reduce the risk of injury. It involves matching the work (job) to the worker (individual). Workstation set-up, safe lifting techniques, proper posture, appropriate seating position, and adaptive equipment are only a few of the many examples of ergonomics in the workplace.



ADJUSTING YOUR WORKSTATION

1. The [Office Ergonomics Video Course](#) in Brightspace.
2. The [Office Ergonomics e-learning program](#) through Institute for Work & Health.
3. The [Office Ergonomics Self-Inspection Checklist](#) highlights aspects of an ideal ergonomic work environment.
4. After completing the checklist, you can refer to [Potential Solutions](#) if you are experiencing discomfort.
5. The [Work from Home Ergonomics Guide](#).
6. Remember to incorporate some [Office Stretches](#) into your day.



STILL HAVING ISSUES?

If you have completed steps 1 – 6 and are still having issues with your workstation, please have your supervisor send your completed [Office Ergonomics Self-Inspection Checklist](#) and a photo of your work station to your [Work Life Consultant](#) for consultation.



STAYING HEALTHY

The most important thing you can do to protect yourself against illness and/or injury is to take care of your health. UVic encourages all employees to be proactive about their health.

- onlineacademiccommunity.uvic.ca/wellness/
- [Vikes Recreation](#)
- [Employee and Family Assistance Program](#)



WORKPLACE INJURY OR MEDICAL ACCOMMODATION

Report an injury/illness to your supervisor as soon as possible.