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. **Office Ergonomics Self-Inspection Checklist** – this assessment tool will allow you to consider various aspects of your workstation and the key aspects of a good ergonomic work environment.
2. **Potential Solutions document** – after completing the checklist, use this document to help you set up your workstation correctly and to make adjustments if you are experiencing difficulties.
3. **Office Stretches** – stretching and exercise can be useful. Once you have correctly set-up your workstation you may want to incorporate some regular office stretches into your day.
4. **Online Office Ergonomics Course** - This training program was developed by the Institute for Work & Health (IWH) and provides the knowledge and skills to create a comfortable, safe and effective computer workspace.
5. **Office Ergonomics Course** – for additional support we offer monthly office ergonomics courses. Come to one of our classes to ask questions you have about your workstation.

### STILL HAVING ISSUES?

If you have completed steps 1 – 5 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/](http://onlineacademiccommunity.uvic.ca/wellness/)
- [Vikes Recreation](http://www.vikes.com)
- [Employee and Family Assistance Program](http://www.efa.ca)

### WORKPLACE INJURY OR MEDICAL ACCOMMODATION

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