

Purpose of this tool:

- Teach you the basics of office ergonomics
- Help you adjust your workstation based on the Canadian Standards Association (CSA) guidelines
- Ensure that you review all parts of your workstation

How to Complete:

Download and save this tool on your desktop. Open the document with Adobe Acrobat or Adobe Reader. The survey will NOT be saved if you open it in Chrome or Internet Explorer.

1. Answers the questions.
2. Review the videos and job aids. Change your workstation based on the recommendations.
3. List what changes you were not able to make or other concerns.
4. Send the survey to your manager or supervisor.

About You:

Name and Job Title:	Supervisor / Manager First and Last Name:
Site/Department / Room Number:	
Email Address:	Phone #:
<input type="checkbox"/> I confirm that I have reviewed the Workstation Assessment Process and have completed the steps before competing this self-assessment tool **If you have been instructed to compete this form by your Health Advisor or Health Rehab Advisor, please complete this form and return it to the same person.	
<input type="checkbox"/> I understand that this document is a self assessment tool which is designed to help me identify and resolve issues with my workstation. This is not a referral form for an assessment by People Safety MSIP or People Health.	
<input type="checkbox"/> I confirm I have all standard office ergonomic equipment **If you do not have the standard recommended equipment, please discuss that with your manager BEFORE proceeding with this self-assessment.	

Are You Moving Enough?

20

20

20

Step 1:

- Are you moving regularly throughout the day as outlined by the 20/20/20 (every 20 minutes, stand up for 20 seconds and move at least 20ft)?

Yes No

Step 2: review [this video](#) and [this job aid](#) and make necessary adjustments


Step 3:

Brainstorm strategies on how you can incorporate regular movement into your day. To support your goals you may wish to discuss your ideas with your manager.

Consider adding [these common stretches](#) into your daily break. Some studies show that stretching exercises can reduce discomfort/pain and increase range of movement.

For more information, please review [sitting vs standing vs movement evidence](#).

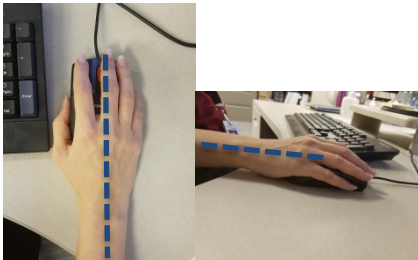
Adjusting Your Chair:

	<p>Step 1: answer the following questions</p> <ul style="list-style-type: none">• Is your chair height adjusted so your feet are flat on the floor or supported by a footrest? <input type="checkbox"/> Yes <input type="checkbox"/> No• Is your lower back supported by the curved part of the chair's backrest? <input type="checkbox"/> Yes <input type="checkbox"/> No• Are you able to sit without feeling pressure behind your knees from the front edge of your chair and seat provides sufficient cushioning? <input type="checkbox"/> Yes <input type="checkbox"/> No• Are your armrests (if present) adjusted just below seated elbow height? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <p><i>* Note: armrests are a personal preference and <u>not</u> an ergonomic requirement</i></p>
	<p>Step 2: review this video and this job aid and make necessary adjustments</p> <p>Step 3: Describe any outstanding concerns or any changes you were NOT able to make and why? If you feel you need a new chair or footrest, see comments below.</p> <div data-bbox="315 1150 1446 1339" style="border: 1px solid black; height: 90px; margin-top: 10px;"></div>

Do you need a new chair or footrest?

- If you have made adjustments to your chair but the chair still does not fit you, you may need a different chair. Please speak with your manager about other available chairs in your department which you can use. Refer to the VCH approved [office products list](#).
- If you need a foot rest, please discuss the purchase with your manager and consult [Choosing a footrest](#) guide.

Your Keyboard and Mouse:



Step 1: answer the following questions

- When using the keyboard, are your shoulders relaxed with elbows bent at approximately 90 degrees?
 Yes No
- Are your keyboard and mouse at the same height, at a comfortable reach and close beside each other?
 Yes No
- Are your wrists straight and relatively flat when using the mouse and typing?
 Yes No

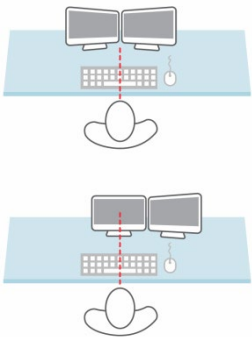
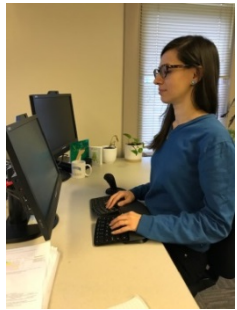
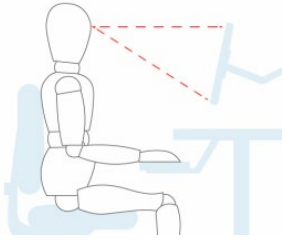
Step 2: review [this video](#) and [this job aid](#) and make necessary adjustments. Review the documents: [Do you need a keyboard tray?](#) and [Do you need a palm rest?](#)

Step 3: Describe any outstanding concerns or any changes you were NOT able to make and why? If you feel you need new computer accessories, see comments below.

If a keyboard tray needs to be removed, relocated or repaired:

- [Submit a maintenance request](#)
- **Do you need an alternative ergonomic mouse or keyboard?** Some people are more comfortable using differently shaped keyboards or mice. Refer to the VCH approved [office products list](#). Please trial different ergonomic mice and keyboards at one of the [VCH approved vendors](#) before purchasing as most accessories are final sale.

Your Monitor:



Step 1: answer the following questions

- Is your monitor directly in front of you and in line with keyboard and mouse?
 Yes No
- Is your monitor height adjusted so the top line of print is approximately at seated eye level?
 Yes No
- Is your monitor approximately arm's length away?
 Yes No

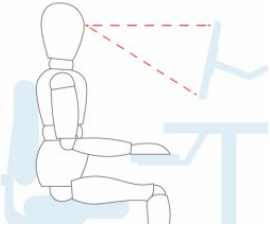
Note: *Bifocal / progressive lens wearers may want to adjust their monitor lower and tilt the monitor to accommodate looking out of the bottom portion of their lenses to read.*

- If using two monitors are they aligned appropriately?
 - Monitors used equally - Touching, with the touch point directly in front of you and extending to the sides in a V shape
 Yes No
 - Monitors used unequally – Primary monitor in front and secondary monitor to the side at a 30 degree angle
 Yes No

Step 2: review [this video](#) and [this job aid](#) and make necessary adjustments.

Step 3: Describe any outstanding concerns or any changes you were NOT able to make and why?

Layout and Other Items:



Step 1: Answer the following questions:

- Do you have glare reflecting on your screen from lights or windows?
 Yes No
- Are your contrast and brightness controls adjusted to suit your individual preferences?
 Yes No
- Is your computer screen clean?
 Yes No

- Can maintain comfortable upright head posture when using the phone?
 Yes No


- Are you able to read hard-copy documents easily?
 Yes No
- Are items used frequently within easy reach?
 Yes No
- Is the document holder placed near the monitor or clipped onto side of monitor?
 Yes No Not Required
- Is there sufficient task lighting?
 Yes No

Step 2: review [this video](#) and [this job aid](#) and make necessary adjustments.

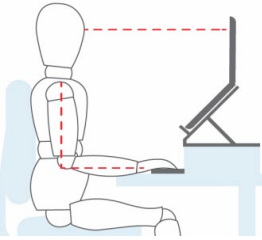
Step 3: Describe any outstanding concerns or any changes you were NOT able to make and why?

- If you are on the phone for the majority of the day, a headset is recommended. Please speak to your manager and refer to the [office products list](#).

Your Standing workstation (WOW or sit-stand desk):

	<p>Step 1: Answer the following questions</p> <ul style="list-style-type: none">• WOW or standing desk is adjusted to a comfortable height (for standing or sitting)? <input type="checkbox"/> Yes <input type="checkbox"/> No• Have you adjusted the monitor height and angle? <input type="checkbox"/> Yes <input type="checkbox"/> No• Is the keyboard and mouse on the same surface beside each other? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Step 2: review this video and this job aid and make necessary adjustments.</p> <p>Step 3: Describe any outstanding concerns or any changes you were NOT able to make and why?</p> <div data-bbox="344 737 1474 842" style="border: 1px solid black; height: 50px; width: 100%;"></div> <ul style="list-style-type: none">• If the WOW does <u>not</u> adjust adequately for your proportions based on the information above, speak with your manager about additional WOW accessories.

Your Laptop:

	<p>Step 1: Answer the following questions</p> <p>Canadian Standards Association (CSA) recommends limited use of laptops because they cannot be adjusted for appropriate monitor viewing and keyboard/mouse use.</p> <ul style="list-style-type: none">• Do you use an external monitor or laptop stand? <input type="checkbox"/> Yes <input type="checkbox"/> No• Do you have an external mouse and keyboard? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Step 2: review this video and this job aid and make necessary adjustments.</p> <p>Step 3: Describe any outstanding concerns or any changes you were NOT able to make and why? If you feel you need new laptop accessories, see comments below.</p> <div data-bbox="386 1539 1516 1654" style="border: 1px solid black; height: 55px; width: 100%;"></div> <ul style="list-style-type: none">• If you primarily use a laptop, adding an external monitor, keyboard, or other accessories will help you to maintain ergonomic/neutral position while working. Please speak to your manager about getting the necessary accessories.

Next steps:

Step 1: For employees

You have now improved your workstation – Congratulations!

Review your comments from Step 3 of each section and discuss solutions with your manager.

- If you still have discomfort or pain from using your workstation:
 - Review [this resource](#) for common sources of pain and potential solutions.
 - Seek medical treatment if you have not already done so.
- If you and your manager agree that you need new or alternative equipment purchased (sit-stand desk, chair, keyboard tray, mouse etc.):
 - **Managers approve and fund equipment purchases WITHOUT MSIP involvement.**
 - Refer to the VCH approved [office products list](#).
 - Contact vendors and demo equipment if necessary.

Step 2: To be completed by manager or by employee after discussing above with manager

If concerns remain unresolved after meeting between manager and employee or additional support is required from the Employee Safety or Employee Health team, please follow the steps below:

Check when completed	Action step		
<input type="checkbox"/>	Step 1: Manager and employee review self-assessment tool together and develop a plan for addressing concerns written in “Step 3” of each section in this document Note: Safety Department at VCH does not require staff to provide medical notes in order to purchase standard workstation equipment		
<input type="checkbox"/>	Step 2: Write the unresolved concerns or questions in the textbox below: Unresolved concerns or questions are:		
<input type="checkbox"/>	Step 3: Manager and employee decide who to send the completed self-assessment tool to:		
	<table border="0"><tr><td><input type="checkbox"/> Send the completed document to People Safety if you require support with:<ul style="list-style-type: none">• General questions about resources on injury prevention• Clarification of CSA standards and ergonomic principles</td><td><input type="checkbox"/> Send the completed document to People Health when you require support with:<ul style="list-style-type: none">• Employee who has identified that they cannot follow CSA standards or they require non-standard equipment due to specific injury or medical condition</td></tr></table>	<input type="checkbox"/> Send the completed document to People Safety if you require support with: <ul style="list-style-type: none">• General questions about resources on injury prevention• Clarification of CSA standards and ergonomic principles	<input type="checkbox"/> Send the completed document to People Health when you require support with: <ul style="list-style-type: none">• Employee who has identified that they cannot follow CSA standards or they require non-standard equipment due to specific injury or medical condition
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	<ul style="list-style-type: none"> • Direction to additional resources • Employee works at a multiuser workstation and there are concerns how any changes impact other staff using the workstation <p>The MSIP team DOES NOT:</p> <ul style="list-style-type: none"> • Prescribe changes to your workstation for symptom management • Prescribe, approve or fund <u>any</u> equipment • Provide individualized assessments or treatment <p>You can contact the team via email: PeopleSafety@vch.ca</p>	<ul style="list-style-type: none"> • Employee was instructed by Health Rehab Advisor or Health Advisor to complete the tool and return it to them • Employee has set up workstation appropriately, all standard equipment has been purchased, MSIP has been previously consulted for general workstation standards and principles; employee continues to have symptoms. <p>You can contact the team via email or phone: PeopleHealth@vch.ca or 604-875-5572</p>
<input type="checkbox"/>	<p>Step 4: Employee sends completed self-assessment tool, photos as per the photo guidelines to the correct team selected above.</p>	