

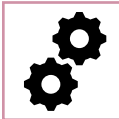




Working from Home Ergonomics: Supervisor’s Guide

Supervisors are encouraged to use this guide as a tool to address the potential risks of ergonomic related injuries to their teams working from home. This guide lists several suggestions and resources to help supervisors ensure their remote teams are as safe as possible when it comes to their home office set-up, which is important because:

<p>WorkSafeBC regulations apply to home workspaces</p>  <p>Health and safety roles, rights and responsibilities remain applicable for at-home work environments, just as they are when physically working on campus. Under WSBC 4.46 to 4.53 the employer is required to identify hazards in the workplace, eliminate or minimize risks, and train staff in symptom recognition and mitigation.</p>	<p>UBC values staff & faculty health & wellbeing</p>  <p>Attention to home office ergonomics not only reduces the risk of physical injury, but also signals our commitment to the overall health and wellbeing of staff and faculty. Ensuring people have the right tools to do their job can improve mental health and resiliency.</p>	<p>Proper ergonomics increases productivity</p>  <p>Proper ergonomics promotes higher levels of productivity. Reading small font on a laptop screen can contribute to more errors, slower working speeds, and distraction from neck and back pain or eye strain.</p>
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Suggestions & Resources

- 1. Be proactive** Don't wait for staff/faculty to report pain or injuries.
- 2. Equipment requirements** Ask staff/faculty if they have an external keyboard and mouse and/or ask them if there is any equipment they need from campus to be able to safely do their jobs.
- 3. Borrowing equipment** Refer to the [HR/Finance guidance document](#) for information borrowing, tracking and returning equipment. Talk to your DEPT Administrator about building access procedures related to COVID-19.
- 4. Ergo guidelines** Encourage staff/faculty to check out the [working from home ergo guide](#) and [webinar](#) to ensure that they have their equipment properly set-up.
- 5. Movement** Remind and encourage staff/faculty to get up and move throughout the day. Check out [Ergo Your Posture](#) for tips and programs.
- 6. Purchasing equipment** Check out our [Ergo purchasing guide](#) for office accessories (keyboards and mice) and home office chair guide.
- 7. Virtual assessments** Let staff/faculty know that they can request an [ergonomics assessment](#).
- 8. Report injuries** Ensure staff/faculty are aware that they are responsible to [report any injuries](#) that occur or develop while working from home to their supervisor and WorkSafeBC. This includes injuries related to repetitive strain that may be associated with their home office work.