








UBC Office Ergonomics: Supervisor’s Guide



Supervisors are encouraged to use this guide as a tool to address the potential risks of ergonomic related injuries for their computer-based staff. Under WSBC 4.46 to 4.53, the employer is required to identify hazards in the workplace, eliminate or minimize the risks, and train staff in symptom recognition and mitigation.

The following information relates to **UBC offices**. For home office work environments, please refer to the [Supervisor’s guide for home office ergonomics](#); [remote work office ergonomics](#); and, UBC’s [SRS working remotely checklist](#) (see p.2 for home office ergonomics)

Ergonomics equipment & furniture requirements for UBC’s offices

	Desks. At minimum, a standard desk (24 to 30” deep) should be available; pencil drawers and stability bars should not interfere with knee clearance. Where possible, height adjustable desks with a good height range (22.6” to 48.7” are encouraged. Please see UBC Ergonomic Guidelines for Computer Workstations for more details.
	Chair. Office chairs should meet minimum ergonomic requirements; criteria and examples online .
	Keyboard & Mouse. At minimum, a standard external keyboard and mouse is required; ergonomic keyboards and ergonomic mice are beneficial .
	Monitor. At minimum, an external monitor (23+”) should be provided; additional monitors may be provided as needed.
	Keyboard trays and footrests. Standard (29”) high desks are designed for tall (5’11+) people; therefore, the majority of staff and faculty will require a footrest or keyboard.

Ergonomics resources UBC’s offices

	Ergo Resources Online. Ensure that your staff and faculty are aware of UBC’s Office Ergo Resources . Staff and faculty may request an ergonomics assessment .
	Report Injuries. Ensure staff/faculty are aware that they are responsible to report any work-related injuries to their supervisor and WorkSafeBC. This includes injuries related to repetitive strain that may be associated with office work.