

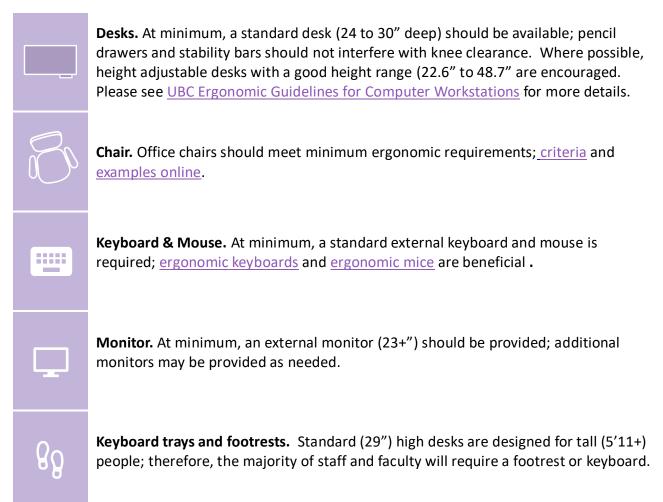
Tel: 604-822-9040 Fax: 604-822-0572 ergonomics.info@ubc.ca

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 <u>Supervisor's guide for home office ergonomics</u>; remote work office ergonomics; and, UBC's <u>SRS working remotely checklist</u> (see p.2 for home office ergonomics)

Ergonomics equipment & furniture requirements for UBC's offices



Ergonomics resources UBC's offices



Ergo Resources Online. Ensure that your staff and faculty are aware of <u>UBC's Office</u> <u>Ergo Resources</u>. Staff and faculty may request an <u>ergonomics assessment</u>.

Report Injuries. Ensure staff/faculty are aware that they are responsible to <u>report</u> <u>any work-related injuries</u> to their supervisor and WorkSafeBC. This includes injuries related to repetitive strain that may be associated with office work.