

Victoria University

Office Ergonomics Guideline

Good workstation design is important in the prevention of musculoskeletal pain or strain associated with repetitive work in an office setting.

Step 1: Self Assessment

Use the [Workplace Safety & Prevention Services Office Workstation Checklist](#) to set up your workstation so that it is appropriate to your needs and workflow.

Step 2: Are you still experiencing musculoskeletal pain or discomfort?

If you are experiencing pain or discomfort that could be associated with repetitive motion in an office setting, do the following:

1. Notify your supervisor
2. Consult with your doctor to assess the condition and consider treatment options (e.g., physiotherapy, professional ergonomic assessment, etc.)
3. Discuss and coordinate treatment options with your supervisor
4. Provide medical documentation to Human Resources

Step 3: What happens next?

Where an employee has sought medical attention and obtained a request for medical accommodation, they should contact Human Resources to complete a referral Form to Homewood Health, the University's Disability Management provider. This will initiate the process of requesting medically supported accommodation. A physician must complete the form to detail the medical circumstances and to outline any temporary or permanent restrictions

A Disability Case Manager will review the request and if approved, Human Resources will arrange an external ergonomic assessment as required. The ergonomist will then provide a report to the department outlining the recommendations for the department and staff member to follow. **The department is responsible for the cost of the assessment and any cost to purchase needed ergonomic equipment.**