

[Organization logo]

[Organization name]

Commented [45A1]: All fields in this document marked by square brackets [] must be filled in.

STANDARD OPERATING PROCEDURE FOR ERGONOMIC HAZARDS

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

Commented [45A2]: Adapt to the existing practice in organization.

Distribution list

Copy No.	Distributed to	Date	Signature	Returned	
				Date	Signature

Commented [45A3]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

Change history

Date	Version	Created by	Description of change
	0.1	45001Academy	Basic document outline

Table of contents

- 1. PURPOSE, SCOPE AND USERS3
- 2. REFERENCE DOCUMENTS3
- 3. ERGONOMIC HAZARDS IDENTIFICATION3
- 4. SAFETY AT WORK CONTROLS AGAINST ERGONOMIC HAZARDS.....4
- 5. MEASURES FOR RISK REDUCING4

1. Purpose, scope and users

The purpose of this document is to define measures of protection from identified ergonomic hazards.

This document applies to all work activities in [organization name] where ergonomic hazards emerge.

Users of this document are all employees of [organization name] whose work places have identified ergonomic hazards.

2. Reference documents

- ISO 45001:2018 standard, clause 8.1
- OH&S Manual
- OH&S Policy
- OH&S Objectives
- Procedure for Addressing Risks and Opportunities and OH&S Hazards
- Procedure for Operational Control
- Procedures for Preparedness and Emergency Response
- List of Legal and Other Requirements
- Procedure for Incident Investigation

3. Ergonomic Hazards Identification

The [job title] responsible for OH&S (Occupational Health & Safety) risk assessment is obliged to

identify, assess, control, and monitor the risks of ergonomic hazards.

The risk assessment includes, but is not limited to, the following:

Typical ergonomic hazards include, but are not limited to:

- Sedentary work
- Forceful exertions
- Inadequate lighting
- Long exposure to high-level vibrations, including use of vibration tool
- Repetitive motions
- Awkward postures
- Poor workstation design
- Poor workstation layout
- Poor workstation ergonomics

Commented [45A4]: Sedentary work involves lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties.

Commented [45A5]: Manual tasks are described as any task that requires workers to lift, push, pull, carry, move, manipulate, hold, pound, or restrain an item.

Forceful exertions, which may occur when these manual tasks are done, occur when a lot of physical effort is needed to do a task.

- Psychosocial stressors

Commented [45A6]: Psychological stressors are events and stimuli that cause us to experience psychological stress. Psychosocial stress refers to a specific type you experience that originates from any type of interaction with people. Stress may manifest itself in many different ways, such as high blood pressure, sweating, rapid heartbeat, dizziness and feelings of irritability or sadness.

4. Safety at work controls against ergonomic hazards

[Job title] must ensure that the following controls against ergonomic hazards are enforced:

- The top of the computer screen should be at or just below the worker's eye level
- Keyboard should be aligned with the user with the 90° angle of the body, wrists, and/or at a right angle to the desk
- Mouse/trackball should be positioned at a right angle to the desk, hand should be over the mouse when not in use
- Chair must be adjustable and have good stability, armrests should be positioned away from the front edge of the chair, or be adjustable in height, so that the chair can be pulled into the desk
- Telephone and other equipment, documents, tools, etc. should be placed within easy reach from the work area
- **45A7: This can be an exception if job include sharp tools, etc.**
- **45A8: For example: If the keyboard is in an optimal position for the user, the screen is not, and if the screen's position is optimal the keyboard's is not. The use of laptops can lead to musculoskeletal discomfort, particularly in the neck and wrist, due to the postures that are adopted.**
- **45A9: In this case it is important to avoid improvisations. Experts say back belts are not effective in preventing back injuries, and in some cases may increase the chance of back injury.**
- **45A10: For example: Minimize the distance between the load and the body; Lift loads from knuckle height, etc.**
- **45A11: Tools should be light-weight and handles designed to allow a relaxed grip so the wrists can remain straight.**
- **45A12: Proper maintenance also can help reduce vibration resulting from prolonged equipment operation.**
- **45A13: For example: Workers shouldn't continuously kneel longer than four hours.**
- Temperature, humidity, and air flow should be kept at comfortable levels
- Special reference to the use of laptops is required, since an increasing number of workers use the use of laptops at the workplace
- Transport heavy items from storage in a cart
- Store the heaviest items on the middle shelves to reduce bending and reaching
- **45A12: Proper maintenance also can help reduce vibration resulting from prolonged equipment operation.**
- **45A13: For example: Workers shouldn't continuously kneel longer than four hours.**
- hazards
- Replacement of workers whose jobs require long periods of static positions
- **45A12: Proper maintenance also can help reduce vibration resulting from prolonged equipment operation.**
- **45A13: For example: Workers shouldn't continuously kneel longer than four hours.**

5. Measures for risk reducing

Regardless of how good the working position is, prolonged static postures are not healthy. Thus,

[organization name]

- Change their working posture frequently by making small adjustments to the chair or desk.
- Stretch their fingers, hands, arms, and torso.
- Perform different tasks
- Stand up and walk around
- **Take regular breaks from work to stretch away from the workstation.**

Physical variety and regular breaks during the shift will help the worker to relax physically and

mentally. These breaks of rest can increase productivity, reduce frustration and complaints among workers, and increase work-related life.

Commented [45A14]: For example: computer screens, welding points, etc.

Commented [45A15]: Including exercises and stretches.