

Ergonomic Assessment Process

The following guide provides managers and employees an understanding of what ergonomic equipment may be recommended based on ergonomic assessment findings.

Ergonomic Self-Assessment

Employees, who experience signs or symptoms of MSI, must report this to their supervisor immediately. Prior to symptoms arising, employees are encouraged to conduct an [ergonomic self-assessment](#) and [MSI Prevention Course](#) to help them adjust their workstation to their personal needs. If symptoms persist once the ergonomic self-assessment is completed and adjustments made, employees can request an ergonomic assessment from the HSE Division.

Note: before October 27, 2021, MSI Prevention was not incorporated into the Employee OHS Orientation, which all employees are required to take.

HSE Ergonomic Assessment Requests

If symptoms persist once the ergonomic self-assessment is completed and adjustments made, employees can request an ergonomic assessment from the HSE Division through [IRIS](#). Reasons for assessment request include:

- New employee or workstation
- Pain/Discomfort
- Employee Injury (may be required after an incident investigation)

For more information on the assessment request process please visit the [BCIT Ergonomics Webpage](#).

Ergonomic Assessments

Per WorkSafeBC's Occupational Health and Safety Regulation (OHSR) 4.47 to 4.53, employers must conduct risk assessments for Musculoskeletal Injuries (MSIs) in their workplace, and eliminate or minimize the risks. Employers must also educate and train workers about MSI risks in the workplace.

An ergonomic assessment evaluates the workstation, tools and equipment and the stresses they may be creating on an employee's body. The assessment also provides recommendations (solutions and modifications) to reduce stresses and MSI occurrence/recurrence.

The [HSE Division](#) is responsible for conducting ergonomic assessments for the BCIT community.

Remote Work

Employees who are working remotely can request an ergonomic assessment through IRIS, recommendations will be made only on the equipment that is currently in the employees' home.

Equipment

Types of equipment that may be recommended based on ergonomic assessment include:

- Chairs
- Keyboard
- Mice
- Keyboard tray
- Footrest
- Headset
- Monitors (including laptop adapter for multiple monitors)

- Laptop riser
- Monitor riser
- Task lighting
- Document holder
- Anti-fatigue mat
- Sit-stand desk or workstation*

*Medical Accommodation

If an employee's needs supersede what an ergonomic assessment through HSE can recommend or there are specific requirements laid out by a physician, an employee may be required to submit a request through [Disability Management](#) for a medical accommodation. Examples include:

- Chair with numerous/specific requirements from a physician.
- Sit-stand workstation

Base Colour

All equipment must be in the base model colour.

Base Workstation

Per Purchasing the following equipment can be seen as "base" workstation equipment:

Equipment	Information
Desk	<ul style="list-style-type: none"> • Cubicles received a pedestal bx, bx, file • Offices generally have a hutch and a pedestal bx, bx file • A wardrobe or a bookcase may be required per job task • Size of desk and shape vary (but the starting point is the L shape 6ft x 6ft) • New offices – needs are determined by Campus Planning with the client (end user)
Chair	Either <ul style="list-style-type: none"> • The ErgoCentric midback (in black) • Allseating You midback (in black)
Mouse/Keyboard	<ul style="list-style-type: none"> • If desktop – normally comes w/a keyboard and I think a mouse • Laptop – generally people may buy a wireless set from Staples – we suggest Logitech or Microsoft (but really its up to them and what their dept approves)

CSA Standard Z412-17

The above recommendations were based on the CSA Standard for Ergonomics (Z412-17) which states:

5.7: Hazard elimination and Risk Control:

the organization shall implement preventative and protective measures to eliminate that hazards and control the risks in order to promote physical and cognitive wellbeing.

Section 6 (Requirements for the workplace).

Workspaces typically include the following:

- Furniture (chairs, work surfaces, monitors, etc.)
- Accessories (document supports, palm supports, footrests, task lights,
- Equipment including input devices and visual displays
- Environmental conditions (lighting, noise, temperature, indoor air quality)
- Task-oriented expectations
- Psychosocial workplaces factors and psychological health

Equipment Recommendations

The following table describes what equipment may be recommended and the reasons made for that recommendation.

Recommended Equipment	Reasons for Recommendation
Chair	Standard Ergonomic Chair does not provide adequate support and may be causing discomfort or pain in the lower back/upper back/shoulders/neck or seat pan size is not appropriate for the employee.
Chair Additions:	
<ul style="list-style-type: none"> Swivelling Arm Rests 	Employees who type more than 50% of the time in the same position or who are petite and cannot place arms on regular arm rests.
<ul style="list-style-type: none"> Small/Large/X-Large Seat Pan 	Employees who are petite or voluptuous and require a smaller/larger seat pan to ensure no pinch points behind the knees, allow the employee to sit all the way to the backrest, support weight, etc.
<ul style="list-style-type: none"> Head Rest 	Medical Accommodation
<ul style="list-style-type: none"> Shorter seat height 	Employees who are petite and need to be able to place feet on the ground.
<ul style="list-style-type: none"> Triple Density Foam 	Employees who experience discomfort on their buttocks and/or thighs.
<ul style="list-style-type: none"> Air Lumbar 	Employees who require more lumbar support due to increased pain in the area.
Keyboard	Employee may require a smaller or larger or ergonomically specific keyboard depending on where discomfort lies (shoulder, wrists, etc.).
Mice	Employee hand size, discomfort/pain/tendonitis in wrists or employee is left handed.
Keyboard Trays	Employees may require a keyboard tray if they are unable to keep their wrists flat on the table surface without requiring further intervention for height (footrest). It is always better to bring everything down then bring everything up.
Footrests	Employees may require a footrest if the chair they have is unable to be adjusted lower OR if the rest of the equipment fits appropriately and needs to prop up the feet to ensure the knees/hips are in the appropriate position.
Headset	Employees may require a headset if they are constantly using Zoom or the phone to do their tasks. Headsets reduce background noise and reduce hazards associated to cradling phone in the neck.
Monitors	Depending on the tasks required for an employee an additional monitor (horizontal or vertical) may be recommended to ensure there is no eye fatigue, reduce improper movement of the neck between laptop and single monitor, etc. If employees are using their monitor and laptop screen 50/50 an additional monitor may be recommended.
Laptop Riser	If any of the following apply: <ul style="list-style-type: none"> Using two monitors + a laptop (as a third screen) for than 50% of the time Using one monitor currently and the laptop as a second screen but does not require an additional monitor
Monitor Riser	For non height adjustable monitors.