

New Online Guide: Ergo Your Office Today!



Have you ever had one of those days at the office spent crouched before your monitor, leaving you with a stiff, sore neck? Have you ever wondered what all those knobs on your chair do, hesitant to test them in fear one might be that infamous ejection button, catapulting you into oblivion?

Now, with the new [**Ergo Your Office Online Guide**](#), you have the power to ensure your workstation is set-up safely and properly. This brand new tool features step-by-step instructions designed to empower staff and faculty to make workstation adjustments that will benefit their health and safety while at work.

You Have the Power!

Most of us are at work for 8+ hours each day. That's more time than we spend asleep in our comfy beds. Work should be comfy too! Setting up your workstation properly will improve your comfort, decrease your discomfort and drastically improve the odds that you will leave work feeling good, physically and mentally.

The online guide is designed to empower you to make workstation adjustments, no matter your current knowledge level. Newcomers to the concept of office ergonomics will be able to address their needs with simple step-by-step tips and pictures demonstrating the differences between correct and incorrect postures.

It's quick and easy! You can skip to a section of particular interest to you, or complete the entire guide at your leisure.

Prevention, Not Reaction

The goal of office ergonomics is to prevent such injuries from occurring before they start. Improper workstation set up can result in a number of serious injuries including “tennis elbow” or tendon damage, carpal tunnel syndrome (pain, numbness or weakness in your wrist, fingers and hand), eye strain, headaches, and more.

Everyone working at a computer for more than 2 hours each day should take the online assessment; do not wait for symptoms to develop!

If you’re already noticing [symptoms of discomfort](#), it’s not too late; correcting your workstation posture can potentially alleviate or resolve these symptoms.

If you are in a supervisory position, encourage all your staff to review their workstation set-up.

More Tools to Help

The new [Ergo Your Office Online Guide](#) is an important first step in achieving optimal workstation set-up, but just like a delicious five course meal, it is the aperitif to the whole. We recognize that individuals may require more resources to satisfy their ergonomic curiosity or concerns.

If you’ve attempted the online guide but you still have questions (*I still don’t know what this knob on my chair does!*), there are multiple other resources you can use.

1. Attend our [Ergo Your Office Training Session](#) for hands-on instruction from UBC’s Ergonomics Advisor.
2. Fill out our [Ergo Your Office Self Assessment Form](#) for a step-by-step approach to setting up your workstation.
3. Consult with a trained [Office Ergo Rep](#) from your department. Don’t have a rep in your department? We offer Office Ergo Rep [training sessions](#).
4. Still having issues? UBC’s [Ergonomics Advisor](#) is available for a consultation. Please send a completed self-assessment form and 3 pictures of you working at your workstation; attend a training to learn key principles & get assistance with how to complete a self-assessment form.