*When completed, at the bottom of each page in this checklist, classify as either: “Private: Yes ( ) No ( )”. As per the Personal Information Protection Act (PIPA), Private information includes any personal information (such as personal medical issues, conditions, limitations, physical data, medical consultation and treatment, etc.). Follow Syncrude’s Management and Protection of Information (MPI) guidelines for the appropriate document protection controls.*

If an employee is experiencing discomfort or other early signs of potential musculoskeletal disorders; they shall notify the Supervisor and Office Ergonomic (OE) Contact, review ergonomic training, implement frequent active pauses and readjust their workstation using this form.

**Instructions:**

* Complete the [WebCat/ICOM "OE General Awareness CBT Training"](file:///\\NA.XOM.COM\Dfs\SYN\QUARTZ\PORTAL\OIMS\Web%202010\Signed%20System%20Plans\5.2\OIMS%205.2%20Ergonomics\5.2%20%20Office%20Ergonomic%20Program%20V1%20(May%203)\OE%20General%20Awareness%20Training%20CBT.docx) . If the training has been completed previously and is still valid, (less than two years) review the ["Office Ergonomics Today Video"](file:///\\NA.XOM.COM\Dfs\SYN\QUARTZ\PORTAL\OIMS\Web%202010\Signed%20System%20Plans\5.2\OIMS%205.2%20Ergonomics\5.2%20%20Office%20Ergonomic%20Program%20V1%20(May%203)\Office%20Ergonomics%20Today%20Video.wmv). Be aware that if the training expires the case will be re-opened
* Complete this form:
  + Avoid use of nicknames and acronyms
  + Review the guidelines on the attachment and make adjustments as needed
  + Indicate, by circling “Yes” or ”No”, whether you meet the guideline, using the checklist on page two
  + Record the adjustments completed and/or required.
* Review the SAC with your Office Ergonomic Contact (OE Contact)
  + The OE Contact will reinforce healthy behaviors, will help to adjust the workstation, the ergonomic software and confirm if there are required actions
  + The OE Contact will review any recommendations (behavioral, equipment and/or job demands) with your Supervisor; assign responsible and target date for each recommended action on page three and sign the opening approval
  + The OE Contact will sign case closure after valid training, assessment, and implementation of documented recommended actions are completed

**General Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Date:*** | **8-Nov-2016** | SCL ID#: | **DA171765** |
| ***Employee Name:*** | **Duane Aubin** | Phone: | **780.788.6563** |
| ***Job Position:*** | **Developer** | Cost Center: | **100876** |
| ***WebCat/ICOM training date:*** | **8-Nov-2016** | Training valid until  (2 years from completion): | **7-Nov-2018** |
| ***Building:*** | **151** | Office #: | **2130D** |
| ***Supervisor Name:*** | **Raoul Breytenbach** | SCL ID#: | **RB148537** |
| ***Department:*** | **M&IS** | Division: | **Technical Engineering Services** |
| ***OE Contact*** | **Charlene Holden** | Phone: | **780.714.2901** |

**Risk identification**- [Scenarios Triggering Additional Evaluation/ Exposure Mitigation](file:///I:\QUARTZ\PORTAL\OIMS\Web%202010\Signed%20System%20Plans\5.2\OIMS%205.2%20Ergonomics\5.2%20%20Office%20Ergonomic%20Program%20V1%20(May%203)\Technical%20Addendum%201.docx)**:**

|  |  |  |
| --- | --- | --- |
| **1** | Extensive repetition in the use of computer input devices, from use of computer input devices (keyboard/mice). An example of extensive repetition is: intensive, frequent navigation among screens in high-volume data entry |  |
| **2** | Temporary workload peaks with increased use (frequency/duration) of input devices. Examples: intense spreadsheet support/work; frequent additional work from home; develop presentations with tight deadlines |  |
| **3** | Extended use of undocked laptops or other electronic devices. Examples: frequent traveling or using on non-adjustable workspace |  |
| **4** | Discomfort or early signs of potential cumulative trauma injury |  |
| **5** | Work restrictions |  |

**Do you apply healthy behaviors and techniques while performing computing activities?** Review the attached guideline; compare it with your regular activity and circle “Yes” or “No” whether you meet the guideline o no.

|  |  |
| --- | --- |
| **Guideline** |  |
| [Take frequent breaks from the computer](#breaks) | Yes No |
| [Use proper mousing techniques](#technique) | Yes No |
| [Use proper keyboarding techniques](#technique) | Yes No |

**Is your workstation set to support your neutral posture?** Review the attached guideline, compare it with your workstation, adjust the equipment and respond if you meet the guideline using this checklist:

| **Guideline** |  |
| --- | --- |
| [Head and Neck](#Head)   * Neck neutral posture: head upright and looking forward, chin level, ears directly over the shoulders and shoulders relaxed * Neck not rotated, not tilted back | Yes No |
| [Visual Elements](#visual): No glare, characters easy to view | Yes No |
| [Shoulders and Upper Arms](#Shoulders)   * Angle between upper arm and torso less than 20° * Shoulders not hunched up/down, or leaning to one side * Upper arms not extended out of the torso, forward or sideward | Yes No |
| [Elbows, Forearms and Wrists](#Elbow)   * Upper arms, elbows and forearms close to the body not extended out of the torso, forward or sideward * Elbow angle, upper arms to forearms, to be between 70° and 135° * Forearm and wrist to be straight and in-line with the elbow, not bent up/down or sideways * Avoid contact with sharp/hard edges | Yes No |
| [Low Back](#LowB)   * Back maintains gentle "S" curve * Back supported by the chair * Allow space between the back of the knee and the seat edge | Yes No |
| [Trunk-thigh Angle](#Trunk)   * Trunk-thigh angle is 90° or greater * Backrest unlocked, comfortable resistance level to enable dynamic back posture | Yes No |
| [Knee Angle](#Knee)   * Knee angle is 90° or greater * Proper leg clearance | Yes No |
| [Foot Support](#Foot)   * Feet firmly supported on the floor or footrest | Yes No |

|  |  |  |
| --- | --- | --- |
| **Guideline** |  |  |
| Able to meet the ergonomic recommendations for working in [standing posture](#standing)? | Not applicable | Yes No |
| Able to meet the [Laptop](#Laptops) ergonomic recommendations? | Not applicable | Yes No |
| Able to meet the [iPhone, Blackberry, iPad](#mobileDevices) ergonomic recommendations? | Not applicable | Yes No |

**Adjustments / Follow-up Actions**

*Avoid recording physical data, medical/treatment information, personal conditions or limitations, etc. Otherwise, classify at the bottom of each page as “Private: Yes (X)” and follow all MPI document protection controls.*

List adjustments completed during the assessment, actions recommended with completion target date and the responsible party.

Actions recommended as noted below  No further actions required

|  |  |
| --- | --- |
| **Adjustments by Employee / OE Contact** | **Follow up** |
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| --- | --- | --- | --- |
| **Recommendations to Supervisor** | **Target Date** | **Action by** | **Follow-up/ / Date Completed** |
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| **Case Opening Approval** | Date: | |
| Employee Name:  Signature: | Supervisor Name:  Signature: | OE Contact Name:  Signature: |
| **Case Closure** | Date: | |
| Employee Name:  Signature: | Supervisor Name:  Signature: | OE Contact Name:  Signature: |

**Follow up & Comments:**

Review the guideline; compare it with your regular computing activity and respond if you meet it using the SAC page 2

**Healthy Behaviors And Techniques While Performing Computing Activities:**

|  |  |
| --- | --- |
| **Guideline** | **Tips to meet the guideline** |
| **Take frequent breaks from the computer:** | |
| Take 7-minute breaks every hour (I.e.: 30-seconds break every 15 minutes+ 5 minutes every hour).  And in the afternoon, add an additional 10-minute break every 2 hours of work | Avoid continuous computing activities over 50 minutes   * + Postural muscles exert tension to hold the body and head upright   + Prolonged exertions fatigue the muscles, which may lead to cumulative injury   + Short stretching exercises throughout workday allow to rest the upper and lower extremities, back, neck, and eyes * To set reminders for breaks and suggest stretching exercises [install and utilize RSIGuard](file:///\\NA.XOM.COM\Dfs\SYN\QUARTZ\PORTAL\OIMS\Web%202010\Signed%20System%20Plans\5.2\OIMS%205.2%20Ergonomics\5.2%20%20Office%20Ergonomic%20Program%20V1%20(May%203)\Ergonomic%20Software%20(RSIGuard).docx) * Alternate computing work and others tasks away of the desk: field check, meetings, handwriting, faxing, photocopying, and lunch break. Walk to a colleague's office instead of email * As a team support / create ideas to take frequent breaks, schedule meetings in middle of the morning. Establish and utilize a "buddy system" for break reminders and break activity * Stand during your breaks * Change your posture periodically during the day re-adjusting tray and chair * Implement eye rests:   + Blink your eyes often and give your eyes 20-20-20 breaks: after every 20 minutes, take 20 seconds break and look at objects that are 20 feet away |
| **Use proper techniques while computing** | |
| Use proper mousing techniques | * Use a light grip and release hand from mousing position when not using it * Rest your hand comfortably over the mouse   + Keep your wrist straight, in line with your forearm   + Avoid wrist bending or rotating sideways * Move the mouse with the arm not the wrist.   + If controlled mouse movements are required use the elbow as pivot point and keep your wrist straight and neutral * Do not support the elbow, palm or wrist while mousing. Do not rest the wrists when typing   + If your wrist feels tired or you tend to drop it, use a wrist rest. |
| Use proper keyboarding techniques | * Keep eyes on the screen and avoid looking at keyboard * Avoid copying from printed document. If needed, place the source material on a document holder at eye level or in line with the monitor/keyboard. Avoid to use them flat on the desk * While typing, move hands floating” over the keyboard:   + Movement should come from shoulder muscles.   + Very little movement should initiate from wrists   + Wrists low, but not touching the keyboard. Do not support the elbow, palm or wrist while typing. * Type with 10 fingers “floating” over the keyboard.   + Fingers relaxed and slightly curved over keyboard.   + Lightly tap keys with the tip of the finger with quick snap and steady keystrokes.   + Long nails promotes awkward position, fingers are straighter in order to hit the keys |
| **Recommendations for extended computer users to minimize keyboarding and mouse traveling/clicks** | |
| * Use [Microsoft shortcuts](file:///\\NA.XOM.COM\Dfs\SYN\QUARTZ\PORTAL\OIMS\Web%202010\Signed%20System%20Plans\5.2\OIMS%205.2%20Ergonomics\5.2%20%20Office%20Ergonomic%20Program%20V1%20(May%203)\Keyboard%20Shortcuts.docx) and [Microsoft Autocorrect](file:///\\NA.XOM.COM\Dfs\SYN\QUARTZ\PORTAL\OIMS\Web%202010\Signed%20System%20Plans\5.2\OIMS%205.2%20Ergonomics\5.2%20%20Office%20Ergonomic%20Program%20V1%20(May%203)\Keyboard%20Shortcuts.docx) * Create customized shortcuts for files documents or websites and shortcuts for double/ triple click using “KeyControl” in [RSIGuard](file:///\\NA.XOM.COM\Dfs\SYN\QUARTZ\PORTAL\OIMS\Web%202010\Signed%20System%20Plans\5.2\OIMS%205.2%20Ergonomics\5.2%20%20Office%20Ergonomic%20Program%20V1%20(May%203)\Ergonomic%20Software%20(RSIGuard).docx) * Use macros where possible to automate repetitive keystrokes / tasks * Use “favorites” when using Internet * Use tool bars - pin there program, documents and files commonly used * Increase sensitivity of mouse | |

Review these guidelines and adjust the equipment. After the changes, respond if you meet the guideline using the SAC page 2.

**Workstation Setup to Support Neutral Posture-Guidelines:**

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| --- |
| **Neutral Posture** |
|  |
| **Preferred Typing Posture**   * Head, neck, and shoulders face directly at the display monitor * Upper arms relaxed close to body * Elbow angles should be between 70° and 135° (forearms to upper arms angle) * Knee angle is 900 or greater * Wrists should be straight and aligned with forearms   **Seating:** [instruction to adjust the chair](file:///\\NA.XOM.COM\Dfs\SYN\QUARTZ\PORTAL\OIMS\Web%202010\Signed%20System%20Plans\5.2\OIMS%205.2%20Ergonomics\5.2%20%20Office%20Ergonomic%20Program%20V1%20(May%203)\Instructions%20for%20the%20Leap®%20chair%20by%20Steelcase.ppt)   * Lower back supported fully by the backrest * Torso to thigh angle should be 90°or greater * Feet supported fully on the floor or on footrest   **Standing**   * Stand with feet shoulder-width apart |
| **Preferred equipment setup**   * Top of screen at or below eye level * Chair supports user’s neutral posture * Work surface at elbow level * Computer station components and accessories are in serviceable condition and function properly |

Review the guidelines description, adjust the equipment and respond if you meet the guideline using the page 2. Use this [instruction to adjust the chair](file:///\\NA.XOM.COM\Dfs\SYN\QUARTZ\PORTAL\OIMS\Web%202010\Signed%20System%20Plans\5.2\OIMS%205.2%20Ergonomics\5.2%20%20Office%20Ergonomic%20Program%20V1%20(May%203)\Instructions%20for%20the%20Leap®%20chair%20by%20Steelcase.ppt)

|  |  |
| --- | --- |
| **Guideline** | **If you guideline not met, perform the following adjustments** |
| Head and Neck |  |
| * Neck neutral posture: head upright and looking forward, chin level, ears directly over the shoulders and shoulders relaxed. * Neck not rotated. * Neck not tilted back. | * Follow the [proper techniques](#technique) when using the keyboard and mouse * Place the monitor and keyboard in front of you * Avoid to use the laptop as a secondary screen * Adjust the top of the monitor at or below eye level, while in a slightly reclined position   + If wear bifocals, lower monitor 10 to 15 centimeters below eye level, so you do not tilt head back to view * If you use printed documents, place them in front of you, at eye level or in line with the monitor.   + Use a document holder if needed.   + Do not place the document beside the monitor on the desk * If you use dual monitors, place them closely beside each other   + Locate the monitor frequently used in front of you.   + For equally used monitors, place the division between the monitors in front of you * If you use the phone while computing, avoid holding it between ear and shoulder.   + If this is a frequent task, consider use of hands free phone, put phone on speaker or use a headset |
| Visual Elements | |
| Screen easy to see:   * No glare * Characters easy to view | * Clean the screen * Eliminate glare:   + Monitor(s) positioned parallel to windows where possible   + Identify and eliminate sources of glare: * Turn off lights, * Close window blinds * Create darker working surface * Adjust the monitor: tilting, swiveling, or moving * Adjust the eye-screen distance, move monitor if required * Adjust settings to improve visualization of characters (if needed, contact IT Help Desk for support):   + Adjust character/font size.   + Adjust brightness, contrast and resolution   + Eliminate flicker from the monitor screen   + Minimize number of colors used on screen, select color combinations with inherent high contrast * Use proper prescription: use glasses for “computer distance” not for “reading distance”. Avoid using reading glasses for computer work * Implement eye rests: blink frequently and apply the [20-20-20 rule](#breaks) |

|  |  |
| --- | --- |
| **Guideline** | **If guideline not met, perform the following adjustments** |
| Shoulders and Upper Arms | |
| * Angle between upper arm and torso less than 20° * Shoulders not hunched up/down, or leaning to one side * Upper arms not extended out of the torso, forward or sideward | * Avoid stretching arms forward or sideward: place the keyboard and mouse at elbow level (see below: Elbow, Forearm and Wrist) * Adjust the armrest to support the elbows and shoulders for a neutral posture * Avoid laying the upper body on one side, supported on one elbow |
|  | |
| Elbow, Forearm and Wrist | |
| * Upper arms, elbows and forearms should be close to the body not extended forward or to the side of the torso * Elbow angle, upper arms to forearms, to be between 70° and 135°. * Forearm and wrist to be straight and in-line with the elbow (naturally close to the body) not bent up/down or sideways * Avoid contact with sharp/hard edges   ­ | * Adjust the armrest to support the elbows and shoulders close to the body in neutral posture:   + Do not use armrests if they interfere with the neutral posture   + Support forearms when not using keyboard or mouse; avoid it when computing * Place the keyboard and mouse close to the body, under the hands at elbow level. Avoid stretching arms forward or sideward:   + Adjust the work surface height at the elbow level. If it is not adjustable, modify chair elevation or use an adjustable tray   + Do not place documents between you and the keyboard   + Ensure the wrist rest is not promoting stretching postures * Forearm, wrist and palm should not be in contact with sharp/hard edges * Fingers should be relaxed and slightly curved   **Special considerations for intense mouse use:**   * Use proper [mousing technique](#technique) * Select a mouse with a size and shape proper for your hand * Place the mouse at the same elevation and close to the keyboard in line with the elbow.   + The size and shape of the keyboard shall allow easy reaching of the mouse. Some users will require a compact keyboard others require a large keyboard * Alternate the use of different mice models (vertical/horizontal) to reduce repetition, changing postures   **Special considerations for intense keyboard use:**   * Use proper [keyboarding technique](#technique) * Set angle of the keyboard tray to straighten wrists: not bend wrists up or down * Use a keyboard with a shape and size that promotes wrists neutral posture and not moving in or out when keyboarding |

Review the guidelines description, adjust the equipment and respond if you meet the guideline using the page 2

|  |  |
| --- | --- |
| **Guideline** | **If guideline not met, perform the following adjustments** |
| Lower Back | |
| * Back maintains gentle "S" curve. * Back supported by the chair * Allow space between the back of the knee and the seat edge | * If you find yourself leaning forward when computing, ensure to meet the [visual elements](#visual) guidelines * Adjust the chair’s lumbar support elevation to your “S” curve and its firmness using the [instructions to adjust the chair](file:///\\NA.XOM.COM\Dfs\SYN\QUARTZ\PORTAL\OIMS\Web%202010\Signed%20System%20Plans\5.2\OIMS%205.2%20Ergonomics\5.2%20%20Office%20Ergonomic%20Program%20V1%20(May%203)\Instructions%20for%20the%20Leap®%20chair%20by%20Steelcase.ppt) * Sit back in the chair and not on the edge of the seat. Allow ~5 centimeters space between the back of the knee and the seat edge.   + Accommodate the seat depth if possible   + Add a lumbar support if needed or choose a chair with a shorter seat pan |
| Trunk-thigh angle | |
| * Trunk-thigh angle is 90° or greater. * Backrest unlocked, comfortable resistance level to enable back posture changes | * If you find yourself leaning forward when computing, ensure to meet the guidelines related with the [visual elements](#visual) guidelines * Adjust the chair to increase trunk-thigh angle * Adjust the work surface to increase thigh space * Eliminate any clutter under the work surface to ensure legroom |
| Knee angle | |
| * 3_1025Knee angle is 90° or greater * Proper leg clearance | * Thighs should be parallel to the floor * Increase horizontal leg clearance by eliminating any clutter in front or beside your legs |
| Foot support | |
| * 3_1028Feet firmly supported on the floor or footrest | * Adjust chair height * Adjust the work surface height * Consider footrest |

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| **Ergonomic recommendations for** **standing posture** |
| * Change posture periodically during the day from sitting to standing   + Equipment is easy to adjust/move * Head, shoulders and arms are in neutral position when standing * Head, shoulders, torso, and legs are aligned and the back maintains its gentle "S" curve * If needed, elevate one foot on a standing footrest while in a standing position * If needed, consider using an anti-fatigue mat for prolonged standing position |

If applicable review the guidelines description, adjust the equipment and respond if you meet the guideline using the page 2

|  |
| --- |
| **Ergonomic recommendations** **for laptop users** |
| * Do not use laptop as your primary computer. If needed, follow the postural guidelines for working at a computer workstation and:   + Set the laptop in a docking station   + Set screen at eye level   + Use of external mouse and keyboard at elbow level or lower   + Implement frequent breaks. Change the settings in the [RSIGuard](file:///\\NA.XOM.COM\Dfs\SYN\QUARTZ\PORTAL\OIMS\Web%202010\Signed%20System%20Plans\5.2\OIMS%205.2%20Ergonomics\5.2%20%20Office%20Ergonomic%20Program%20V1%20(May%203)\Ergonomic%20Software%20(RSIGuard).docx) to increase breaks frequency   + If you are not in an office environment: * Don’t support the laptop directly on your lap for long periods * Position the laptop for the most neutral wrist posture that you can achieve * Angle the laptop screen so that you can see it with the least amount of neck flexion/deviation * Do not use laptop screen as a second monitor.   + If so, limit its use to minimum; locate it close to the principal screen, adjusting its contrast, resolution, and character size to be similar to the primary monitor as possible * During transportation:   + Eliminate unnecessary baggage   + Avoid heavy bags   + Use wheeled bags or a backpack with added straps |
| **Ergonomic recommendations for** **company mobile device users: iPhone, Blackberry, iPad, Tablets, etc.** |
| * Take frequent rest breaks; at least 10 minutes every hour. * Visit the XOM AppStore and download Ergo Bytes to your iPhone or iPad * Look away regularly, rest your eyes * Adjust screen brightness and font size to avoid squinting or stooping * Keep your head and upper body in an upright position – avoid slouching * Use hands free devices or speaker phone mode to eliminate awkward, static postures during calls * Support your elbows on an armrest relaxed at your sides * To decrease repetition:   + Mix it up – try not to use the same hand, finger or your thumbs continuously   + Pace yourself, and use a mix of hand positions / motions   + When scrolling, alternate hands and fingers * Turn off or silence the device at night   **iPad / Tablet Ergonomic Considerations:**   * Use a stand and external keyboard for extended use * Avoid using the tablet in your lap for more than a few minutes * Change hands – Try alternating your hands and fingers when you swipe, scroll and hold * Adjust brightness of the screen and font size for easy viewing – avoid squinting or awkward viewing postures |