



# A Guide for **ERGONOMICS** Computer Workstation & Back Safety



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# Introduction

Ergonomics is a scientific field concerned with understanding the interaction of humans with other elements in a system, a profession that applies theories, principles, data and design methods to improve human well-being and system performance as a whole.

In this guide, we will address a key topic that is instrumental and effective in reducing musculoskeletal problems by designing a safe and correct workstation-including a computer desk and office chair to insure that you sit in a good and correct posture at all time.



## What should the employer do?

Under the requirement of Abu Dhabi Public Health Center code of practice (14.0) Manual Handling and Ergonomics, employers should shall assess workstations/ work areas or coordinate for their assessment, to ensure ergonomically safe lay-outs/ setups. Also, a control procedure and safe work practices must be developed and implemented to reduce the risks associated with workplace architecture.

## What are the possible occupational risk factors in the office work environment?

In general, risk factors can be present in one form or another in most workplaces, but the employer must conduct a risk assessment in order to monitor any potential hazards in the workplace that may affect the health and safety of employees/workers.

### Some occupational risk factors may be due:

- Repetition of one movement
- Forceful exertions
- Awkward postures
- Contact stress on one area

### Some of the more common hazards that may be present at your workplace:

- Standing or sitting for long periods of time
- Long working hours
- Wrong workstation or sitting methods



## What should employees do?

Employees should report these symptoms early:



Muscle  
fatigue



Aching



Burning



Numbness  
& Stiffness

Employees should report these symptoms immediately:

- Decreased range of motion
- Decreased grip strength
- Loss of balance
- Swelling
- Seizure
- Redness
- Changes in the color of the skin near the joints



## How to set the employee's workstation

The process of adjusting the work station/place includes several steps:



- The chair height adjustments should keep your feet parallel with the ground
- The knees should be bent at a 90-degree angle
- The back height should be adjusted to maximize the support of your lower back angle
- Seat depth should be unsupporting the back of the thighs about 1 to 3 inches
- The armrest adjusted so that the elbow is bent at a 90-degree angle and/ or the shoulders are relaxed



Table adjustment

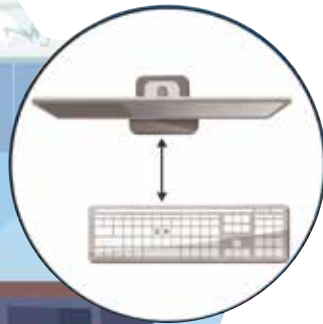


- The height of the table should be at the level of the elbow when bent at a 90-degree angle



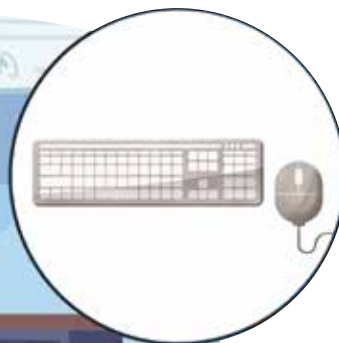
Screen placement

- The screen placement should be an arm's length from the seat and the top of the screen should be at the eyes level



Keyboard adjustment

- Align the keyboard with the screen by placing the two letters "G" and "H" keys in the middle of the screen. Also Keep 4 to 10cm distance between the edge of the table and the keyboard tool



Mouse placement

- The mouse should be placement close to the keyboard and at same height level of the keyboard



## Does the measurement have to be done once?

The employee must adjust the measurements periodically at least every 3 months so that they might loosen and change with time. Employers must also carry out risk assessments, such as all assessments periodically to ensure the validity of the application and under the requirement of Abu Dhabi Public Health Center code of practice (14.0)

## Risk assessment

Employers shall evaluate each workstation/ work area / operation to determine if ergonomics hazards are present and control measures and equipment shall be assessed using risk management practices as required by the general framework of the Abu Dhabi system for occupational Safety and health.





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