

| <b>Potential Hazards:</b><br><b>Fill in those that apply</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Personal protective equipment / devices required / other safety considerations</b>                                                                                                                                                                                                                                                                                                                          |
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| <b>H M L risk for injury</b><br><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Awkward / sustained postures – prolonged sitting<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Forceful exertions<br><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Repetitive movements – typing, using mouse<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Vibration<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Compression<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sharp points / edges<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pinch points<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Material falling<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Surfaces causing falls<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Moving machinery<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Chemicals<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Biological pathogens<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Electrical<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Extreme heat / cold<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Noise<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Combustibles / flammables<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other _____ | <div data-bbox="855 707 1385 952" style="border: 1px solid black; height: 315px; position: relative;"> <div style="position: absolute; top: 0; right: 0; width: 100%; height: 100%; border-left: 1px solid black; border-bottom: 1px solid black;"></div> </div> <div data-bbox="855 952 1385 1249"> <b>Training / Reference information</b><br/><br/>           -Injury prevention orientation         </div> |
| <b>Note:</b> Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Employers must ensure that workers are trained and follow this SAFE Work Procedure</b><br><b>Steps to perform this task safely:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                |

Sitting for long periods with poor body positions can place more stress on your body. This can affect you from your wrists to your shoulders and low back up to your neck. This stress will often build up over time and can lead to symptoms such as eye strain, back soreness / stiffness, or headaches.

Take steps to avoid this.

- Before working at a workstation, adjust the chair and other equipment
- Try to sit with good posture as much as possible (see picture below)
- Look away from your screen periodically to refocus your eyes. A good practice is the 20-20-20 guideline which is to look away from your computer screen every 20 minutes and look at something 20 feet away for 20 seconds
- Avoid prolonged sitting. Get up at least each half hour and move around and stretch

