

Standard Operating Procedure (SOP): Workplace Ergonomics and Injury Prevention Guidelines

This SOP provides comprehensive **workplace ergonomics and injury prevention guidelines** designed to enhance employee comfort, reduce the risk of musculoskeletal disorders, and promote a safer work environment. It covers proper workstation setup, ergonomic equipment usage, safe lifting techniques, posture correction, regular breaks, and employee training on injury prevention. The goal is to minimize workplace injuries, improve productivity, and support overall employee well-being through effective ergonomic practices.

1. Purpose

To outline procedures for establishing and maintaining ergonomically sound workplaces to prevent injuries and promote health and productivity among employees.

2. Scope

This SOP applies to all employees and contractors working at [Company Name] facilities, including office, warehouse, and manufacturing environments.

3. Responsibilities

- **Management:** Ensure implementation of ergonomic policies, provide resources, and support corrective actions.
- **Supervisors:** Monitor and enforce ergonomic practices, report and address ergonomic issues, schedule employee training.
- **Employees:** Follow ergonomic guidelines, promptly report discomfort or risks, participate in training.
- **Health & Safety Team:** Conduct ergonomic assessments, review incidents, recommend improvements.

4. Procedures

4.1 Workstation Setup

- Monitor at eye level, directly in front of the user, approximately an arm's length away.
- Chair adjusted so feet are flat on the floor; knees at or below hip level.
- Wrists straight and hands at or below elbow level while typing or using a mouse.
- Frequent use items within easy reach to minimize stretching or twisting.

4.2 Ergonomic Equipment Usage

- Provide and utilize adjustable chairs, sit-stand desks, footrests, and supportive accessories as needed.
- Check equipment regularly for wear and adjust as necessary to maintain proper support.

4.3 Safe Lifting Techniques

- Assess load weight before lifting; ask for help or use lifting aids for heavy items.
- Bend at knees (not waist), keep back straight, and hold load close to the body.
- Avoid twisting while lifting; pivot with feet instead.

4.4 Posture and Movement

- Maintain neutral posture, with shoulders relaxed and back supported.
- Change positions regularly to avoid static postures.
- Use headset or speakerphone for prolonged phone use to prevent neck and shoulder strain.

4.5 Breaks and Microbreaks

- Take breaks every 30–60 minutes. Stand, stretch, or walk briefly.
- Integrate eye rest breaks (20-20-20 rule): Every 20 minutes, look at something 20 feet away for 20 seconds.

4.6 Training and Awareness

- Mandatory ergonomic and injury prevention training during onboarding and annual refreshers.
- On-site assessments, resources (videos, posters, checklists), and access to ergonomic specialists.

5. Reporting and Incident Management

- Report any pain, discomfort, or potential ergonomic hazards to supervisors or the Health & Safety Team promptly.
- Address incidents or near-misses immediately; implement corrective actions.
- Review causes and update procedures as required.

6. Recordkeeping

- Maintain records of workstation assessments, ergonomic training, reported incidents, and corrective actions for at least 3 years.

7. Review

- This SOP will be reviewed annually or following significant changes in workplace procedures or equipment.

8. Appendix: Workstation Setup Checklist

Component	Check
Chair height and support	<input type="checkbox"/>
Monitor placement	<input type="checkbox"/>
Keyboard and mouse position	<input type="checkbox"/>
Foot placement	<input type="checkbox"/>
Lighting and glare	<input type="checkbox"/>
Accessibility of frequently used items	<input type="checkbox"/>

Approval:

Name: _____

Title: _____

Date: _____