10 SUCCESSFUL ERGONOMIC STRATEGIES
FOR SUPERVISORS and MANAGERS

After completing the office ergonomics training, follow these ten ergonomic strategies to support your employees with improved workstation ergonomics.

1. Perform a regular walk-through of your department. Observe employee work practices, work techniques, postures and work area set-ups.

2. Encourage employees to enroll in Office Ergonomics: Working in Comfort online e-learning at least annually.

3. Encourage and correct unhealthy or non-neutral postures.

4. Encourage and correct inappropriate ergonomic equipment use. Remind employees how products, equipment and tools are designed to adjust and match the employee’s needs.

5. If an employee is rubbing their neck, wrists, hands, etc., inquire if they are uncomfortable. Invite them to discuss their concerns. Encourage early reporting of signs and symptoms and to sign up for a preventive ergonomic evaluation.

6. Promote and provide time for mini-breaks of one to 3 minutes’ length while in the work area for standing, stretching in the office, task rotation or interruption frequently throughout the day.

7. Assist with obtaining the necessary “ergonomic” tools and accessories employees need to perform more effectively and more comfortably as soon as you are notified of the need.

8. Report broken chairs and other equipment and installation needs to Facilities, Purchasing or IT quickly to reduce risk and improve efficiency of all equipment. Replace items that can’t be repaired.

9. Review the ergonomic report with your employee to make sure the problems have been identified and the actions recommended are helpful.