

WayMaker Immigration Services

HEALTH & SAFETY
TRAINING

JUNE 2023

Health and Safety

Here at WayMaker Immigration Services, the Health and Safety of our employees is a top priority. Designing a workspace that promotes good posture, less repetitive motions, easier heights and reaches creates a more efficient work process.

It is the employee's responsibility to ensure an ergonomically designed and safe environment is established while working from home.

Additional health and safety training sessions will be required throughout the duration of your employment.

Cumulative Trauma Disorders (CTD'S)

Cumulative Trauma Disorder-
Long-term musculoskeletal
injuries caused by repeated
work-related activities.

Working in an office setting can
increase your risk of Cumulative
Trauma Disorder (CTD).



Examples of Cumulative Trauma Disorders

- Carpel Tunnel Syndrome
- Epicondylitis (tennis elbow)
- Tenosynovitis (trigger finger)
- Bursitis



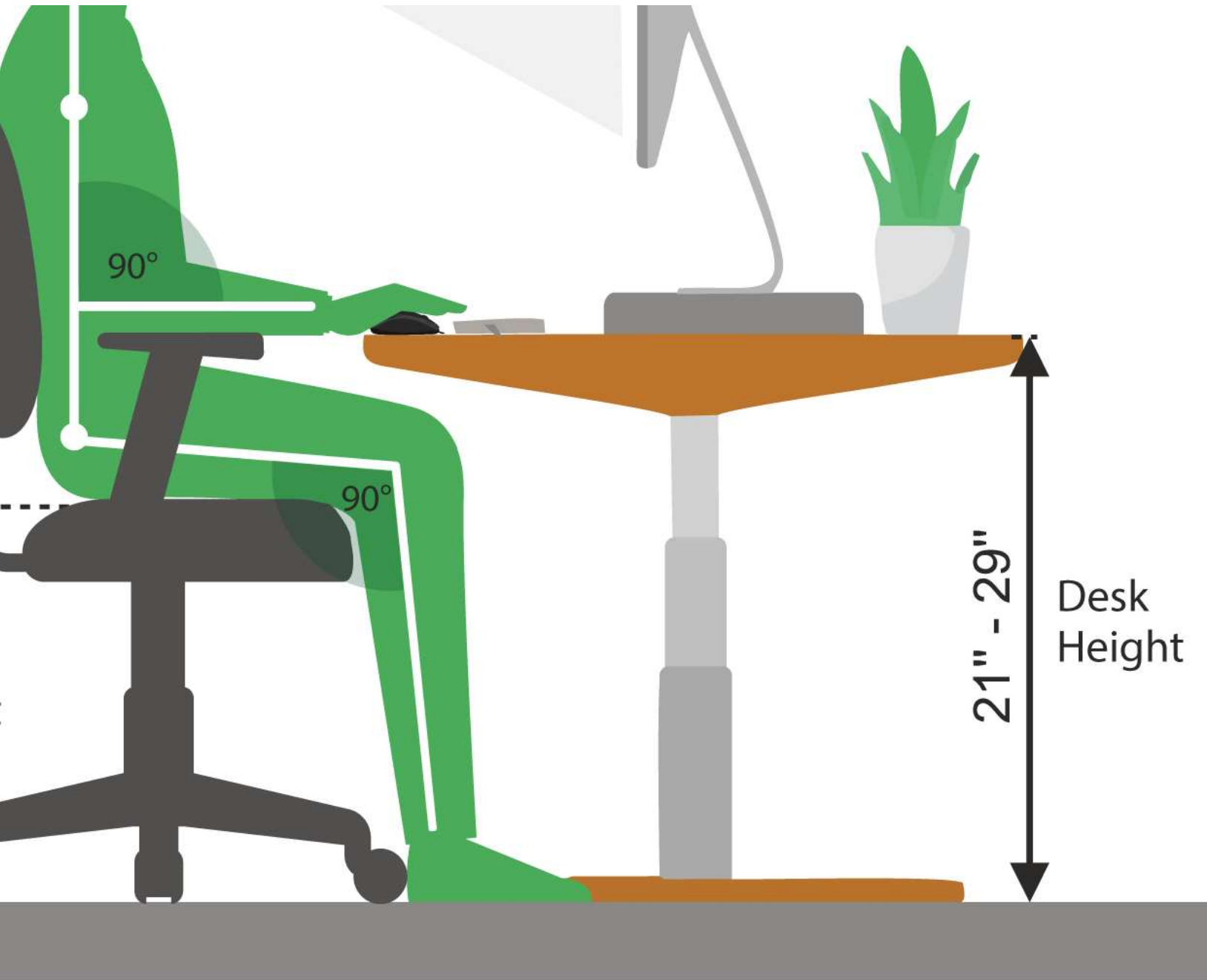
Creating an ergonomically correct workspace can help increase productivity while reducing the risk of muscle fatigue and other work-related injuries.

The next few slides will demonstrate how you can minimize the risk of injury. For the benefit of your personal health, please follow our guidelines to adjust your workspace accordingly.



Adjust the monitor height so that the top of the screen is at or slightly below eye level.

Position the monitor at least 20 inches from your eyes , about an arms length distance.



The height of your desk should allow your elbows to rest at a 90-degree angle so your wrists can sit in a neutral position rather than bend upward.

Ergonomic Footrest

A footrest promotes leg circulation and reduces the risk of back strain.

Footrests align posture, reduce fatigue, and ease pain or discomfort in the feet, ankles and thighs.



Frequent stretching keeps a proper blood and nutrient supply to the working muscles and tissues throughout the workday.

“It is recommended that a person break for 5-10 minutes for every hour spent at a workstation. If possible, it is ideal to stand up and walk for this time” (Canadian Centre for Occupational Health and Safety, Government of Canada, 2023).

Partial reimbursements may be granted for the purchase of ergonomic office equipment. Prior written approval must be granted by management prior to your purchase.

-WayMaker Immigration Services Inc.

Please inform management that you have completed this training.

You can return to your employee profile to find additional training and employment records.

[Employee Login](#)

