



WorkPace Ergonomic Software for Computer Based Workstations

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Introduction

This guideline outlines information to assist staff in the prevention of musculo-skeletal injuries whilst working at computer based workstations.

Roles and Responsibilities

Line Managers/Supervisors are responsible for:

- providing a safe work environment and safe systems of work
- applying this procedure in their area of responsibility
- informing staff of the WorkPace software and its intent
- ensuring the software is installed onto staff computers where requested
- ensuring ergonomic inspections are conducted of computer-based workstations.

Staff Members are responsible for:

- advising line managers in writing if they wish to use the WorkPace software
- not placing themselves at risk of injury
- reporting hazards associated with their computer based workstation and consulting with line managers and supervisors about appropriate risk control measures

What is WorkPace ?

WorkPace is a software program designed to reduce the risk of musculo-skeletal injuries to staff when working at computer based workstations.

The WorkPace software collects data on computer usage and prompts you to take breaks. The data is saved on the users computer hard drive and collected into a central data-store. This information is forwarded to the external provider (Balanced Ergonomics) and they provide a quarterly report to the Director: Human Resources. This report provides information on high risk users.

Each staff member is able to view data on current and past usage via the WorkPace software located on the PC. Staff are able to protect their data by setting a password. This will allow the data only to be viewed by Balanced Ergonomics.

Some common questions in relation to the software is provided at:

[Help and FAQs for WorkPace 3.0](#) (PDF 161kb download [Adobe Reader](#))

Further information on WorkPace is available at:

[WorkPace Breaks and Exercise](#) (PDF 137kb download [Adobe Reader](#))

Installation of WorkPace

- WorkPace is only to be installed onto a staff member's computer-based workstation or their notebook computer after approval has been given in writing ([OHSW 61](#)) by the staff member or where it forms part of a rehabilitation program.
- A base configuration is recommended to be used which ensures recording of at least the basic usage statistics.
- When it forms part of a rehabilitation program, more comprehensive data recording and monitoring may be undertaken after consultation with the staff member,
- Staff may request the installation of WorkPace by the completion of form ([OHSW 61](#)).



WorkPace Data Recording and Monitoring

The WorkPace Program is able to collect a range of data including:

- total numbers of keystrokes and mouse movements for each day
- compliance with WorkPace breaks
- times user started and finished using a computer on each day
- mouse and keyboard usage for each software application used each day
- how often individual keys are used (but not what is typed)
- Access to the collected data on staff use is only granted to Balanced Ergonomics
- Statistics produced from WorkPace are used solely for the intended purpose of managing OHSW issues and promoting good ergonomic practice. WorkPace is not designed to measure productivity or efficiency and will not be used for this purpose
- Summarised group data can be made available to line managers but an individual staff member's data will only be made available to the individual staff member.
- Once the WorkPace software has been installed onto a staff members PC, it will collect data daily
- The nature and extent of the data collected is determined initially via a centrally maintained configuration file.
- The data on each user is written to a local file on the user's PC and automatically copied to a shared folder on a file server.
- Users are able to set a password to protect their data
- Balanced Ergonomics can view and report on data for all users.
- If a user forgets their WorkPace password they will not be able to view their own data unless the user's data file is sent to Balanced Ergonomics to remove the password

Although the data outlined above can be collected, the only data that will be made available to UniSA by Balanced Ergonomics will be Group statistics and the total number of staff, including usernames within each group that are assessed as being in a high risk profile.

Documents/Forms

[OHSW 61 - Request for the installation of the WorkPace ergonomic software](#)

References

[University OHSW&IM Policy](#)

[Occupational Health, Safety & Welfare Act, 1986](#)

[Occupational Health, Safety & Welfare Regulations, 2010](#)