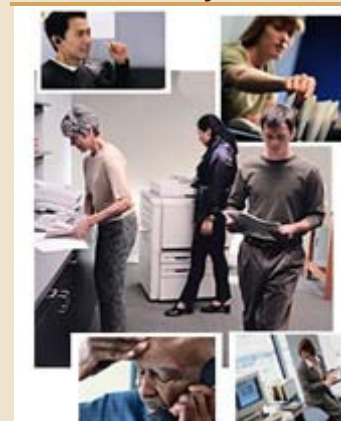




**NIOSH Safety and Health Topic:**

# Office Environment & Worker Safety & Health

## Office Environment & Worker Safety & Health



### On This Page...

[NIOSH Publications](#)  
[Related NIOSH Safety and Health Topics](#)

Maintaining a healthy office environment requires attention to chemical hazards, equipment and work station design, physical environment (temperature, humidity, light, noise, ventilation, and space), task design, psychological factors (personal interactions, work pace, job control) and sometimes, chemical or other environmental exposures.

A well-designed office allows each employee to work comfortably without needing to over-reach, sit or stand too long, or use awkward postures (correct ergonomic design). Sometimes, equipment or furniture changes are the best solution to allow employees to work comfortably. On other occasions, the equipment may be satisfactory but the task could be redesigned. For example, studies have shown that those working at computers have less discomfort with short, hourly breaks.

Situations in offices that can lead to injury or illness range from physical hazards (such as cords across walkways, leaving low drawers open, objects falling from overhead) to task-related (speed or repetition, duration, job control, etc.), environmental (chemical or biological sources) or design-related hazards (such as nonadjustable furniture or equipment). Job stress that results when the requirements of the job do not match the capabilities or resources of the worker may also result in illness.

## NIOSH Publications

### [NIOSH Publications on Video Display Terminals, Third Edition](#)

DHHS (NIOSH) Publication No. 99-135 (1999)

This publication is a compendium of NIOSH publications and reports on video display terminals (VDTs).

### [Plain Language About Shiftwork](#) [PDF only](#) 571 KB (47 pages)

DHHS (NIOSH) Publication No. 97-145 (1997)

This publication suggests a wide range of strategies that employers and workers can adopt to ease the burdens associated with shiftwork.

Provides information on Indoor Air Quality and links to NIOSH Publications.

### **[Stress at Work](#)**

Provides an overview of Stress at Work and links to other resources.

### **[Noise and Hearing Loss Prevention](#)**

Provides information about preventing hearing loss, steps you can take to protect your hearing, links to recent research to reduce hearing loss or study factors that contribute to hearing loss and schedules of related conferences and workshops.

### **[Occupational Violence](#)**

Provides more details about NIOSH research on risk factors and prevention strategies.

### **[Women's Health & Safety](#)**

Provides information about NIOSH research in industries with a high percentage of women workers (i.e. Clerical, data entry, service work (dry cleaning, grocery), health care workers).

### **[Work Schedules: Shift Work and Long Work Hours](#)**

Provides information about health and safety risks associated with shift work and long work hours.

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