

# Workplace Health and Safety

More Information

# First Aid

- First Aid available for on-campus students
  - Staff trained in first aid
  - First aid kits



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# Assessing Risk in the Office

- You may think that an office environment is not an inherently risky place
- Can you identify some hazards in your workplace? (the AIE classroom or your own study area)
  - What is the hazard?
  - What are the potential harm from this hazard?
  - What is the likelihood of this hazard occurring?
  - What is the level of risk of this hazard?
- Let's look at some examples...

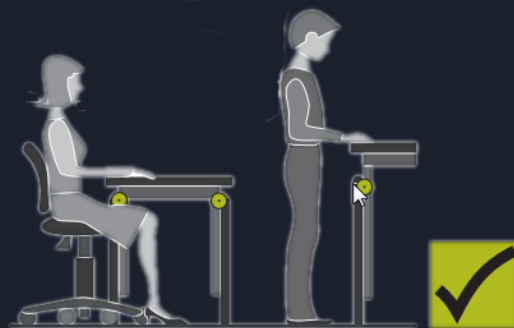
# Manual Handling

- Any activity requiring lifting, pushing, pulling, moving or restraining something
- Risks:
  - Musculoskeletal disorders (body stressing)



# Manual Handling

- How can we control the risk of harm?
  - Joints should be in relaxed and comfortable positions
  - Use your keyboard and mouse for short periods
  - Fixed postures should be held for short periods
  - Maintain good posture
  - Include a variety of tasks
  - Take regular breaks
  - Stretching

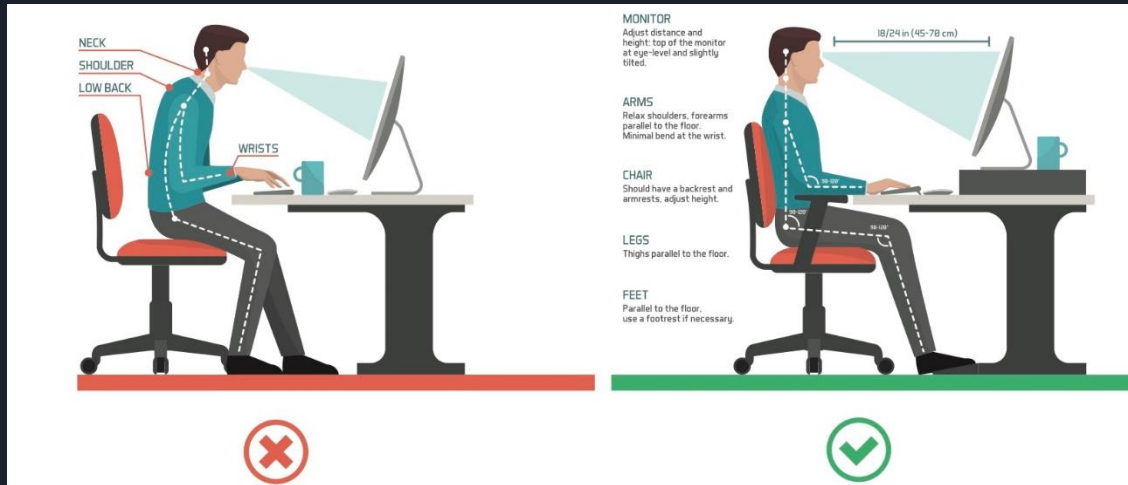


# Injuries caused by computer use Pt. 1

- Risk of eye strain from monitors
- How can we control the risk of harm?
  - Main source of light not shining in your face / screen
  - Tilt screen to avoid glare
  - Screen not too close to face, at eye level
  - Reduce contrast / brightness of screen
  - Frequently look away / focus on faraway objects
  - Have regular eye exams

# Injuries caused by computer use Pt. 2

- Bad posture is an easy habit to get while working on a computer
- While working at a computer it is tempting to slouch. Slouching can cause us back pain and other issues over extended periods of time.



# Injuries caused by computer use

- Other injuries caused by computer use
  - Muscle and joint problems
    - Caused by incorrect posture / incorrect furniture
  - Obesity
  - Photosensitive epileptic seizures
  - Burns
    - From overheating laptops placed on lap
- What is the level of risk for these?
- How can this risk be controlled?





# Psychosocial Factors

- What psychological hazards exist in the office?
  - Stress
  - Bullying
  - Occupational violence
  - Fatigue
- What is the level of risk for these hazards?
- How can this risk be controlled?

# Equipment Checks

- Check your workstation to ensure risk is minimized
  - Chair height set so that thighs horizontal and feet rest on floor
  - Position chair/desk so work is at elbow height
    - Raise chair and use footrest if desk too high
  - Adjust backrest so convex curve fits lower back

# Equipment Checks

- Check your workstation to ensure risk is minimized
  - Tilt keyboard to suit your comfort level
  - No documents between keyboard and front of desk
  - Top of screen level with eyes

# Responsibilities

- Report hazards / unsafe situations / incidents
- Don't act in an unsafe way
- Maintain a safe work environment for everyone's benefit

# More Information

- Victorian WorkSafe Laws and Regulations. <https://www.worksafe.vic.gov.au/laws> [Accessed 10 Decemeber 2018]
- Commonwealth of Australia. 2008. *Officewise: A guide to health and safety in the office*. <https://www.ergonomicsnow.com.au/image/data/14/officewise.pdf> [Accessed 10 December 2018].
- Victorian Trades Hall Council. 2016. *Offices - computers and eyesight*. <http://www.ohsrep.org.au/faqs/workplace-and-amenities/offices-computers-and-eyesight>. [Accessed 10 December 2018].