|  |  |  |
| --- | --- | --- |
| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **OFFICE SAFETY** | Doc: SH-019 |
| Issue: 2 |
| Date: 17.07.14 |
| Page 34 of 45 |

**Postures and Positions**

***Adopt a ‘low stress’ posture. To do this:***

1. Do not overload any part of the body (neck, lower back, etc)

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

1. Ensure posture is comfortable
2. Use a chair that suits the person and the task
3. Ensure desks used for reading and writing are just above elbow height. Alternatively, use a desk top slope board - they promote much better neck and back posture and use of the back rest
4. Ensure computer keyboard is at elbow height
5. Ensure desks/benches used for collating and stapling are just above elbow height.
6. Ensure staff are trained in the correct use of equipment and furniture.
7. Ensure adequate space is provided for various activities (e.g., collating usually requires a larger space than writing).
8. Ensure related work tasks are located near each other.

***To maintain a low stress posture, avoid:***

1. Holding the body in one position for a long time
2. Tilting the body or head for an extended period
3. Putting strain on joints
4. Holding loads in static positions
5. Repetitive movements.

**Individual Working Techniques**

People vary in the amount and type of work they are able to perform. Useful techniques include

1. Shift or move around to avoid physical strain
2. Vary tasks being done to relieve mental stress
3. Take rest breaks - these do not have to be breaks from productive work. A change of task for a few minutes is a very effective rest break for the body. Check however that the ‘different’ task really is different for the parts of the body that are under stress.

|  |  |  |
| --- | --- | --- |
| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **OFFICE SAFETY** | Doc: SH-019 |
| Issue: 2 |
| Date: 17.07.14 |
| Page 35 of 45 |

**Ergonomic Chairs**

1. Adjust the seat height so your feet rest firmly on the floor and you take the weight through your feet.
2. Thighs should be fully supported except for a two-finger width space behind the knee. Adjust the back rest depth (on chairs where depth is adjustable) to achieve this
3. Maintain a relaxed posture where:
4. Your shoulders are relaxed

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

1. Your elbows are by your side
2. Your forearms and hands are parallel to the ground (approximately 900 angle at the elbow)
3. Your wrists are not bent or cocked when using the machine
4. You are seated at a comfortable distance from the machine (the length of your forearm away).
5. You should be able to maintain the recommended seating position when using the machine.
6. If the machine is on a surface that is too high, you will need to raise the seat height to attain the correct position. A suitable footrest will then be required to support your feet.

**Air Conditioning**

Ensure:

1. Air temperature, humidity and air movement are acceptable
2. There is sufficient ventilation and air exchange to remove stale air, and minimise odours, ozone and carbon dioxide.

**Computing**

Ensure:

1. Keyboards are just above elbow height
2. Keyboards are 60-70mm from the edge of the bench
3. Documents are placed in a level position, either beside the screen or directly below the screen
4. The top of the screen is at eye level
5. Screen luminance and contrast is adjusted to prevent eye strain
6. Screens are positioned so glare from windows, etc does not cause discomfort
7. Reflections on screen are minimised
8. Laptop/notebook computers are plugged into a regular screen and keyboard for prolonged use
9. The mouse is located so the elbow can be held close to the side of the body and shoulders are relaxed and comfortable
10. Tasks are varied to avoid prolonged keyboard use.

|  |  |  |
| --- | --- | --- |
| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **OFFICE SAFETY** | Doc: SH-019 |
| Issue: 2 |
| Date: 17.07.14 |
| Page 36 of 45 |

**Storage**

Ensure:

1. Storage areas are easily accessible

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

1. Use of handling equipment (eg, trolleys and step ladders) whenever possible
2. Cabinets above eye level are not used as heavy storage space
3. Heavy/awkward objects are stored no lower than waist height
4. Heavy materials are not stacked too high or low
5. There is only one drawer open on filing cabinets at any one time, to prevent the cabinet from toppling.
6. Filing cabinets do not open onto walkways
7. Shelves are firmly fixed, braced and adequate for the intended load.

**Rules for entering the factory / warehouse / yard**

You must:

1. Wear a high visibility vest
2. Know where the first aid kit and emergency exits are located
3. Obey any displayed lockout tags
4. Stay inside the yellow lines
5. Stay clear of operating forklifts
6. Not operate any plant or machinery.