Work Health and Safety

Workplace Health and Safety Plan

Goal of the Plan:

Inform employees of how to conduct themselves in a safe manner whilst at the chosen work environment which includes:

* Identifying potential hazards
* Identify an expert who can assist in WHS matters and the specific hazard in question.
* Hazards that require a hierarchy of control.
* Process of reviewing this plane.

List of hazards and assessment of the risk of those hazards:

Potential hazards in the work environment:

* Opened water/liquid bottles near the computer.
* Tangled wires.
* Chairs.
* Incorrect posture.
* Eye sight strain.

Assessments of the hazards and fixes:

* Only allowing closed lid bottles near the computers or wires to prevent spillage and fire.
* Keeping wires straight and wrapping them in cable ties to ensure their safety and that they are in one set spot.
* Making sure to have the correct seats in the office to make sure it is adjustable for the employee to reduce back and neck stress.
* Making sure to have pictures around the office which shows the correct sitting posture for the employee, so they reduce any future body problems.
* Taking 30-minute breaks every two hours to rest the eyes from the computer screen due to potential damage it can cause if you stare at a computer screen too much.

Identification of who holds the duty of care:

Everyone in the office has the duty of care to make ensure the office space is as safe as possible for each person working in it by reducing the number of hazards by picking up on potential hazardous objects around the office space.

Proposal of risk control measures to address those risks:

1. Substitute the hazard that gives rise to a risk with a hazard that gives rise to a lesser risk.
2. Isolate the hazard from the person put at risk.
3. Minimize the risk by engineering means.
4. Minimize the risk by administrative means.
5. Use personal protective equipment.

Identification of a WHS expert who could assist if required:

Hiring an employee to have the necessary OHS expertise and in-house knowledge.