

**HEALTH, SAFETY, ENVIRONMENTAL  
AND QUALITY MANAGEMENT  
PROCEDURE FOR OFFICE WORK**

# TABLE OF CONTENTS

<b>1. APPROVAL .....</b>	<b>3</b>
<b>2. PURPOSE.....</b>	<b>4</b>
<b>3. SCOPE .....</b>	<b>4</b>
<b>4. TERMS AND DEFINITIONS.....</b>	<b>4</b>
<b>5. ROLES AND RESPONSIBILITIES .....</b>	<b>5</b>
<b>6. PROCEDURES .....</b>	<b>5</b>
6.1. Introduction .....	5
6.2. The Correct Work Posture .....	6
6.3. Workstations.....	6
6.4. Working Height .....	7
6.5. Chairs .....	7
6.6. Computer Position .....	8
6.7. Printers.....	9
6.8. Keyboards.....	9
6.9. Computer Mouse .....	9
6.10. Lighting.....	9
6.11. Temperatures .....	10
6.12. Work and Rest Schedules .....	10
6.13. Posture Activity Exercises .....	10
6.14. Useful Tips .....	11
<b>7. RELATED PROCEDURES, FORMS AND DOCUMENTS .....</b>	<b>11</b>
<b>8. REVIEW CRITERIA .....</b>	<b>12</b>
<b>9. RECORD MANAGEMENT .....</b>	<b>12</b>
<b>10. REFERENCES .....</b>	<b>12</b>

## 1. APPROVAL

Document Control				
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This procedure is reviewed to ensure its continuing relevance to the business and processes that it describes. A record of contextual additions or omissions is given below.				
Amendment Record				
Version	Date	Context	Summary of Amendments	
1.0	Insert Date	To manage risks associated with office work	Original	
The latest revision of this procedure is on Insert Your Company intranet site.				
It is the responsibility of the individual to ensure that any hardcopy is the current revision.				
A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.				
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## 2. PURPOSE

The purpose of this procedure is to ensure that the office and associated work environment is assessed, monitored and controlled and to provide practical guidance to Insert Your Company personnel on how to minimize the risk of occupational injury and discomfort in the office environment.

## 3. SCOPE

This procedure applies to all office workplaces where Insert Your Company personnel are required to work. This procedure will be relevant to contractors/subcontractors undertaking office work at Insert Your Company workplace.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Dynamic Muscle Effort</b>	The movement characterized by rhythmic alternation of contraction and tension and relaxation of muscles.
<b>Ergonomics</b>	Is the study of the capabilities and limitations of workers in relation to a work system, machine or set task, in the physical, psychological and social environment in which they work, with the aim of promoting the well-being, safety and productivity of the workers.
<b>Force</b>	Any action that tends to maintain the position of an animate or inanimate object to alter the position of, or to displace an object.
<b>Home Office</b>	The workspace designated in or near a person's residence for work-related activities.
<b>Human Factors</b>	The capabilities and limitations of workers in relation to a work system, machine or set task, in the physical, psychological and social environment in which they work.
<b>Musculoskeletal System</b>	The human system that is comprised of bones, joints, muscles, connective tissue and the interaction of these. It provides the body with structure, support, strength, movement and protection.
<b>Outside Work Environment</b>	Any area or space where work is undertaken other than a standardized Insert Your Company workplace. Where relevant, outside work environment may be used inter-changeably with home office.
<b>Syndrome</b>	A collection of symptoms.

Term	Definition
<b>Work Cycle</b>	The length of time provided to complete one task or sub-task.
<b>Work Level</b>	The level where the task is performed, above the work surface height, defined by the thickness or height of the equipment or the machinery used.
<b>Work Rate</b>	The number of work cycles in a given time period. The work rate may be self, or machine paced.
<b>Workstation</b>	The place from which a person works, including any equipment, furniture and fittings.
<b>Worker</b>	An employee, a contractor or sub-contractor, or an employee of a contractor or sub-contractor, or an employee of a hire company who has been engaged to perform an apprenticeship or traineeship or a similar work arrangement. May also be referred to as 'personnel'.

## 5. ROLES AND RESPONSIBILITIES

### Managers are responsible for:

- Ensuring that consultation with workers is undertaken on tasks or jobs where office risks are prevalent.
- Ensuring that workers receive appropriate training in safe work practices and procedures.

### Supervisors are responsible for:

- Assisting workers in ergonomics decisions in relation to a work system, machine or set task, and promoting the well-being, safety and productivity of workers.

### Workers are responsible for:

- Reporting managers of any discomfort and risks to their health and safety.

## 6. POSTURE

### 6.1. Introduction

Workstation ergonomics is essentially about 'fitting work to people.' It is the process of designing or arranging workplaces, products and systems so that they fit the people who use them. Providing a safe and healthy workplace includes matching the needs of the user to the demands of the task.

A well-designed workplace or work environment will ensure work efficiency and allow people to work within their physical and psychological capacities. Setting up your workstation is very much about individual comfort and finding the position and placement of furniture and equipment which suits you, the user.