

# ***SAFETY PROCEDURE***

## **HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR OFFICE WORK**

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# 1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the conditions and processes that it describes. A record of contextual additions or omissions may be maintained.

**Amendment Record**

Version	Date	Context	Section	Summary of Amendments
1.0	Insert Date	To manage risks to health and safety associated with office work.		Original

The latest revision of this procedure is on the **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 Insert Your Company contractors/subcontractors undertaking office work at Insert Your Company workplace.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Dynamic Muscle Effort</b>	Characterized by rhythmic alternation of contraction and extension or tension and relaxation of muscles.
<b>Ergonomics</b>	The study of 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 wellbeing, safety and productivity of workers.
<b>Force</b>	An action tends to maintain the position of an animate or inanimate object to alter the position of, or to distort, the object.
<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>	A system comprised of bones, joints, muscles, connective tissue and the interaction of these. It provides the body with structure, support, strength, movement and protection.
<b>Syndrome</b>	A collection of symptoms.
<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.