





Office Management and Ergonomics

Checklist or Form	 Go to  Form L – Office Safety Checklist
Effective date	17 June 2008
Date reviewed	1 June 2012
Review date	February 2015
Guideline owner	Human Resource – Work Health & Safety
Applies to	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
Legislative requirements	WHS Act 2011 & WHS Regulation 2011 Managing the Work Environment and Facilities Code of Practice AS/NZS 4443:1997 Office Panel Systems – Workstations
Pages	1

Policy

The Parish will provide appropriate space for administrative activities. Our offices will be equipped with ergonomic workstations, with appropriate space, lighting, peripherals and amenities. We will provide training in workstation set up, utilising external expertise where appropriate. Assessments will be conducted for injured workers to ensure workstations do not exacerbate their condition.

Appropriate storage will be provided, with heavy items stored in the safe lifting zone.

Should we renovate, expand or relocate, consideration will be given to ergonomic issues and workers will be consulted prior to implementation.