





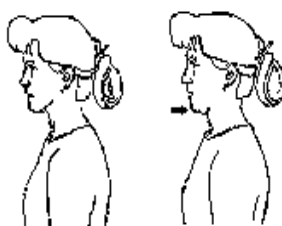


FORM L - Office Safety Checklist

1. Office Environment		
1.1	Is room temperature between 20° – 26° Celsius	<input type="checkbox"/>
1.2	Are printers and photocopiers serviced regularly and used correctly?	<input type="checkbox"/>
1.3	Is ventilation adequate?	<input type="checkbox"/>
1.4	Is lighting appropriate to the tasks to be performed?	<input type="checkbox"/>
1.5	Allocate 6.25 square metres per individual workstation, this includes furniture and fittings.	<input type="checkbox"/>
2. Manual Handling		
2.1	Are frequently used and heavier items stored between knee and shoulder height?	<input type="checkbox"/>
2.2	Is a step ladder available for light items stored above shoulder height?	<input type="checkbox"/>
2.3	Are trolleys available and used to transport heavy items?	<input type="checkbox"/>
3. Ergonomics – Setting up your Workstation		
 <p>There are 6 easy steps to setting up a workstation :</p> <ol style="list-style-type: none"> 1 Rest your feet flat on the floor or on a foot rest. 2 Keep your thighs parallel to the floor and avoid pressure on the back of the thighs. 3 Back rest should be upright and provide firm support on the lower back. 4 Shoulders relaxed and arms hanging loosely by your side. 5 Keep forearms loose and wrists straight. 6 Your document holder and screen should be placed at comfortable viewing distances (arms length). The top of the screen should be at your eye level. <p>For more: www.ergoergo.info</p>		

4. Rest Breaks and Exercise – Pause exercises	
4.1	<p>Short task breaks and stretches are recommended. These should be taken at least once per hour and more frequently during intense keying periods. Regular opportunities to stand and walk are also important. Pause exercises can be performed throughout the day in some of these breaks to relieve muscular tension.</p> <p>Take care never to over stretch to the point of experiencing pain. Take care to consult your treating practitioner if you have a medical condition for specific guidelines.</p>
4.2	<p>These general pause exercises can help relieve muscular tension. Consult your doctor for specific guidelines if you have a medical condition. Hold the stretches for 10 to 15 seconds each, taking care not to over stretch. Repeat each movement 3 to 4 times.</p> <div> <div> <p>With elbows straight, grasp hand and slowly bend wrist back. Alternate hands.</p>  </div> <div> <p>With elbows straight, grasp the hand and gently bend the wrist down. Alternate hands.</p>  </div> </div> <div> <div> <p>Turn head slowly to look over the left shoulder. Return to the front. Turn head to look over the right shoulder.</p>  </div> <div> <p>Tilt head gently to the left side and then to the right side.</p>  </div> </div> <div> <div> <p>Stand, move and walk regularly. Work on improving and maintaining fitness and flexibility.</p>  </div> <div> <p>Looking ahead, tuck chin in and hold. Relax and return to starting position.</p>  </div> </div>

4. Rest Breaks and Exercise (continued)

4.3

These general pause exercises can help relieve muscular tension.

Consult your doctor for specific guidelines if you have a medical condition

Hold the stretches for 10 to 15 seconds each, taking care not to over stretch

Repeat each movement 3 to 4 times

With arms relaxed at side, roll your shoulders forwards then backwards.



Place hands on back of hips and gently lean backwards.



Standing upright, draw both shoulders and elbow back and inward.



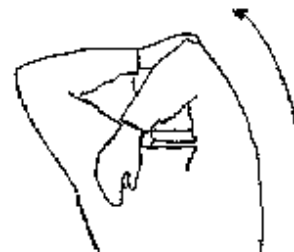
With feet apart, twist at the waist to the right then to the left using a slow smooth movement.



Blink regularly. Look into the distance. Move your eyes horizontally, vertically and diagonally



Stretch arm above head and cradle elbow with hand. Gently pull elbow down behind the head.



Source: Body Mechanics VHI Resource Library, Health Promotion Resources, 1999

Sydney University June 2008