



Shire of Wyndham East Kimberley
Council Policy Manual
OSH 13

POLICY No:	OSH 13
DIVISION:	Occupational Safety and Health
SUBJECT:	Office Ergonomics
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

Council recognises that providing a safe and healthy work station is necessary to ensure that the potential hazards within an office environment are reduced as far as responsibly practicable. The objective of this policy is to ensure that employee work stations are designed and maintained in satisfactory level in order to reduce injuries typically associated with work performed in an office environment and to eliminate potential hazards.

Council in partnership with employees will attempt to recognise the potential risks associated with hazards at work stations that may exist within the workplace and will take practical steps to provide and maintain a safe and healthy work environment for all employees.

POLICY:

Designing of Workstations

Council is committed to providing a work station to every employee that is designed to suit employee needs in conjunction with the nature of work performed.

Maintenance of Workstations

Council is committed to maintaining all work station equipment in a sound and satisfactory state by ensuring that all equipment is assessed every 12 months for damage and where damage has occurred, replacing or repairing the damage.

Desk Chairs

Every employee shall be provided with a desk chair equipped with the following requirements:

- Back Support;
- Capability of height and angle adjustment;
- Wheels for manoeuvrability;
- Padding for comfort; and
- Arm supports if suitable.



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Document Holders

Any employee who is required to do excessive amounts of typing shall be provided with a document holder which is able to support a document at eye or monitor level. Council acknowledges that this equipment assists in reducing neck related injuries and increases the typing productivity of employees.

Computers and Equipment

All computers shall be installed to ensure that the health and safety of the employee is maintained. This shall be achieved by ensuring that:

All computer cords and electrical supplies are concealed to ensure that an employee does not trip or electrocute themselves when moving around their workstations.	✓
Computers shall be connected to a surge protection device to avoid further harm by electrocution.	✓
Computer monitors are to be elevated to eye level so that the top of the monitor is around 10 cm higher than the employee's normal eye line.	✓
Hard drives of computers are to be located to enable easy access for employees when accessing manual function keys on the computer.	✓
Computer monitors should not be faced directly towards windows or sunlight to reduce reflective glare unless fitted with glare protection devices.	✓
All monitors should be fitted with angle adjustment capabilities to accommodate for height differences of employees.	✓
Keyboards shall be fully operational with all key stroke markings clearly visible and free from wear.	✓
All monitor screen size apart from mobile laptops shall be a minimum of 15 inches.	✓
The cords for telephones or computer mice shall be of sufficient length to enable the employee to manoeuvre to the most suitable location on their workstation.	✓

Repetitive Strain

To reduce the risk of repetitive strain injuries, employees who are required to perform tasks which are of a repetitive nature shall ensure that they implement processes to reduce the risk such as taking intermittent breaks when muscle stress occurs, frequently stretching or exercising the effected muscles and/or performing alternative tasks or duties.

The Shire will enable employees to take rest breaks for exercises when repetitive work is required to be performed for extended periods of time.

Floor Maintenance

The Shire is committed to repairing flooring which has become worn or torn to reduce the associated risks of falls and slips.

All spills involving liquids within the workplace will be cleaned as soon as possible and prevention measures will be taken to notify employees of slippery floors.