



OFFICE ERGONOMICS PROCEDURE



Procedure

1. Managing Office Ergonomic Hazards

Council's leaders are required to provide their employees with ergonomic equipment and information on how to set up their workstation correctly.

Ergonomic hazards for employees using workstations or mobile devices can be minimised by:

- Purchasing appropriate furniture and ergonomic equipment.
- Ensuring employees set up their workstation in accordance with this procedure.
- Encouraging employees to vary tasks and postures and take regular breaks from their workstations.
- Using an appropriate docking station, separate PC screen, keyboard and/or mouse when using mobile devices for long periods.
- Arranging ergonomic workstation assessments through the OHS team.
- New and existing employees advising their supervisors of any pre-existing or new injuries that need to be considered when setting up workstations.

2. Working from Home

Employees working from home must follow the ***Flexible Work Arrangement Guidelines*** to ensure they have a workstation set up at home that enables them to control ergonomic hazards.

3. Purchasing of equipment

Leaders are responsible for approving purchases of ergonomic equipment and office supplies and therefore must ensure they have the budget for equipment such as chairs, desks, mouse pads, foot rests and document holders.

Councils Purchasing Officer and the OHS team provide advice on the procurement of workstation furniture that:

- Conforms to Australian Standards and is ergonomically designed.
- In certain circumstances, accommodates the physical attributes of employees on a case by case basis.

4. Reporting injuries, hazards and near misses

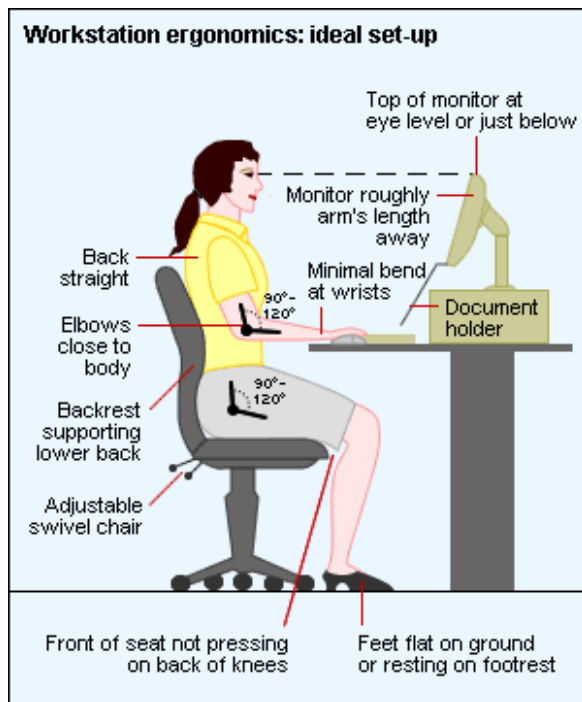
If an employee is experiencing pain or discomfort as a result of their workstation or mobile device set up and/or the way they perform their duties at that workstation or mobile device they should:

- Notify their supervisor immediately and report the issue via councils online incident reporting system

<https://maribyrnongcc.elumina.com.au/external/?key=MAR202F8BUKYUU>

Employees should discuss any pre-existing or new injury/ condition with their supervisor so that further assessments can be made if required.

5. Workstation Setup



5.1 Chair

- Adjust backrest height and back tilt to fit the curve of the user's back and allow a slightly reclined posture.
- Adjust seat height and angle so that user can sit with their feet flat on the floor or footrest.

5.2 Desk/bench

- Desk height should be set just below your elbow height (e.g. chair raised slightly, foot rest supplied if required)
- Keep the area under your desk free of clutter
- Store frequently used items within easy reach (e.g. keyboard, telephone)
- Store large or heavy items within close reach and not above shoulder height

5.3 Computer

- Set keyboard close to the front edge of the desk allowing space for the wrists/forearms to rest on the desk surface
- Keyboard should be flat – adjust feet so there is no angle
- Touch type to avoid the need to look down at the keys
- Position the mouse as close as possible to the keyboard
- Position the computer screen approximately one arm's length from your seated position
- Position the top of the screen at, or just below eye level
- Position your document holder between the screen and keyboard (not to the side)
- Position the screen to avoid reflections or glare from windows or lights

5.4 Telephone

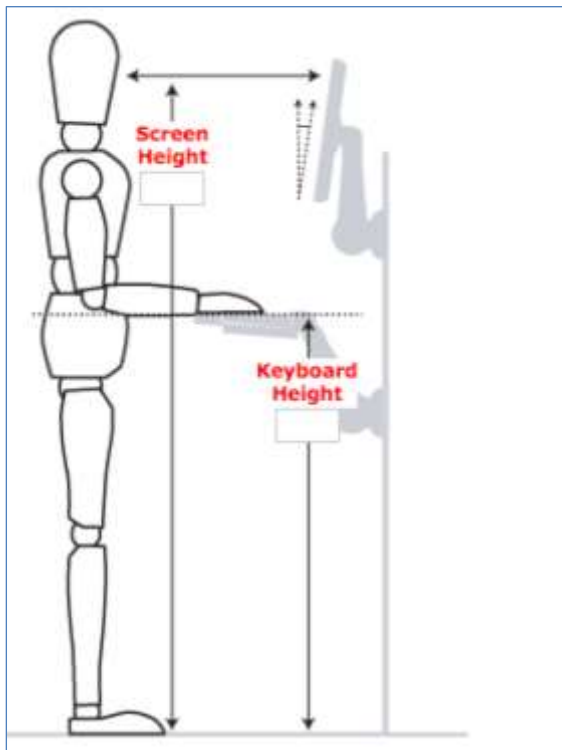
- Position the telephone within close reach
- Use a headset if there is considerable telephone work and the need to type and talk at the same time. E.g. taking file notes.

5.5 Sit and Stand Workstations

Council supports the use of sit and stand workstations in the following circumstances:

- When recommended by a member of the OHS team following an ergonomic workstation assessment.
- When recommended by an employee's doctor or medical practitioner (allied health professional such as physiotherapist, osteopath, chiropractor etc. accepted).
- Where practicable, as an extra workstation (hot desk) in a workplace with a number of seated workstations, to enable employees to vary tasks by doing some of their desk-based duties standing up.

An employee with a pre-existing injury/ condition must obtain written approval from a medical professional that outlines the need for a sit/stand desk and the benefits of using this type of desk. The medical practitioner must also provide a written program on how to safely transition to a sit/stand desk.



Employees can arrange an appointment with a member of the OHS team prior to using a sit/stand desk to discuss;

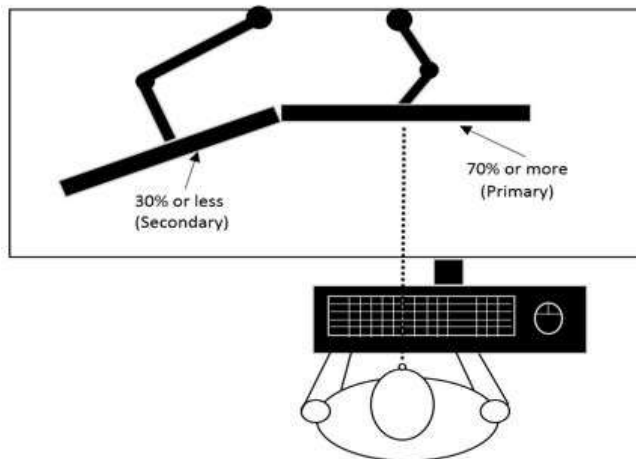
- A plan to follow as they incorporate the sit/stand desk into their work day. Staff should slowly increase the time and frequency they stand each day/ week.
- The correct footwear to be worn while working at the standing desk (sneakers or flat shoes).
- Hazards associated with the use of the standing desk.

Sit and stand desks do not suit every worker. However, it is recommended that office based employees aim for two hours of standing and light activity (slow walking) during working hours, this includes meal breaks, walking to the printer, meetings etc. If a sit/stand desk is provided, up to a four hours per day is recommended at one hourly intervals. However, the correct posture must be maintained as per the figure above during standing.

5.6 Duel Monitor Workstations

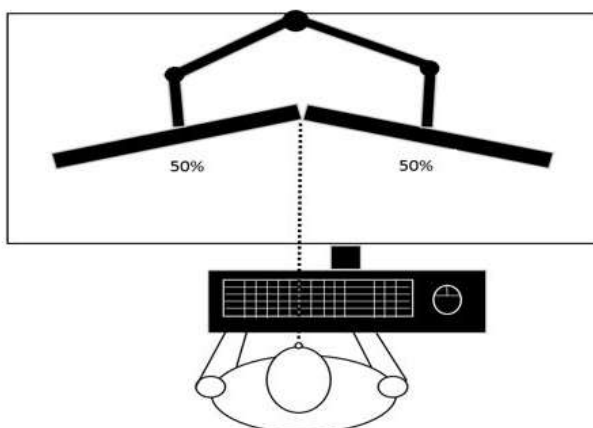
- Use monitors of same size and frame
- Use flat panel monitors with small bezel frames
- Use monitors with the same resolution and set up brightness, contrast and font size the same on both monitors
- Keep screens close together
- Screens should be tilted up (approximately 15 degrees)
- Position the height of the monitors at or slightly below eye level. If you wear glasses it should be lower.
- Distance of monitor to user should be one arm's length.

Primary Monitor Set Up



- Primary monitor and keyboard placed directly in front of user.
- Secondary monitor placed to the side on an angle of approximately 30 degrees
- Place document holder in line with primary monitor

Equal Use Monitor



- Set monitors next to each other and align with keyboard
- Centre of keyboard in front of user
- Place document holder in line with centerline of dual monitors



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Consultation Process

Health and Safety Representatives	Date: March 2018
OHS Steering Committee	Date: March 2018

Approved By Executive Management Team

Date:	June 2018
Review Date:	June 2021
Responsible Officer:	Manager People & Capability

ACCOUNTABILITIES

See OHS 030 - Accountability and Responsibilities Matrix

REFERENCES

Legislation	Maribyrnong City Council Documents
Occupational Health and Safety Act 2004	Occupational Health & Safety Policy
Occupational Health and Safety Regulations 2017	Working From Home Policy and Guidelines
Queensland WorkCover – Guidelines for the selection and use of sit to stand computer stations.	OHS Accountability and Responsibilities Matrix
Worksafe Victoria - Officewise January 2006	