

Occupational Health & Safety in the Workplace Information Sheet

Although working in an office has always been considered relatively safe, office workers face occupational hazards that include eye strain, overuse syndrome, headaches, discomfort, trips and falls and manual handling injuries. It is important that OH & S standards are maintained at all times to minimise the chance of causing damage to your health. The following is a checklist of the things that should be considered to ensure that your health and safety is protected while you are at work.

Seating position

- When seated, your eyes should be level with your computer screen;
- Hand/wrist position on the keyboard should be at a comfortable height;
- Your seat should be adjustable.

Breaks

- Adequate breaks should be taken when you are seated at a monitor for long periods of time;
- When taking breaks are taken, ensure that you spend some time standing/walking rather than just sitting;
- If it isn't possible to take a break, vary your tasks, to mix sitting tasks with standing or walking tasks.

Lifting

- Be cautious when lifting heavy objects, and don't attempt to lift anything that is beyond your own strength;
- Ask for assistance from other staff members when needed.

Locating Fire Exits

- Ensure that you are able to easily locate the nearest fire exits in your workplace.

Dangers

- If dangerous objects/places appear to obstruct you or other staff members in your work environment, advise someone immediately so that the object can be removed or measures can be taken to ensure that any potential danger is removed (ie cables, wet floor);
- Dangerous areas should be clearly identified with warning signs and/or barriers, (ie red tape around a construction site, signs that alert people of dangerous objects/places) and these safety warnings should be observed at all times.

Accidents and First Aid

- All workplaces should have access to a first aid kit, and you should know where the nearest first aid kit is located;
- In the case of an accident, injury or illness, please contact Kowalski Recruitment immediately on 6230 6636.

This information sheet serves as a general OH&S guide for employees working within an office environment. Please contact Kowalski Recruitment if you have any further questions.