Office Ergonomics Policy and Procedures

HiFlex Physio

Policy Statement

HiFlex Physio is keen on maintaining good health and safety not only of its customers and trainers but also to everyone working hard behind the scenes. HiFlex Physio created this Office Ergonomics Guide to help the HiFlex Physio Team working inside the offices maintain their wellness while working at their desks.

Regulations

HiFlex Physio is to comply with the Work Health and Safety (WHS) Regulations 2011 by ensuring that all office furniture and equipment to be purchased for employees are conducive to a healthy, efficient, and hazard-free working environment.

Policy

1. HiFlex Physio will purchase a range of adjustable office furniture and equipment to enable employees to adjust their workstation to suit their individual requirements.

2. HiFlex Physio will maintain a positive attitude and commit to providing a safe work environment for their employees.

Procedure

1. Employees must attend Workplace, Health and Safety (WHS) training at Induction.

2. All employees must read the Office Ergonomics Policy and Procedure prior to commencing a work role in the office.

3. Employees must adjust their workspace furniture and equipment if they intend to work for longer than 30 minutes at the workstation.

4. Employees should perform a WHS check of their workspace at least once a week.

4.1 A WHS check for a desktop computer or laptop must include:

4.1.1 Check the computer cords are in safe working order, with no frays or exposed wires

4.1.2 The power points are not overloaded.

4.1.3 The cords are neatly running behind the desk where they won't become a trip hazard.

4.1.4 There is space under and around the workstation to prevent trip hazards and enable employee to move freely and access all areas of the workspace.

4.2 An Ergonomic check for a computer or laptop must include:

4.2.1 Adjusting the seat and backrest of the chair to the correct height and tilt, so the operator's feet are flat on the floor with knees bent at a right angle.

4.2.2 Adjust the height of the computer screen, so the top of the screen is at or below eye level.

4.2.3 Tilt the angle of a laptop screen to or below eye level, to maintain a neutral neck position and reduce glare on the screen.

4.2.4 Check the keyboard is placed directly in front of the operator with wrists and elbows in a straight line.

Office Ergonomic Guidelines

Below are the basic office ergonomics guidelines that HiFlex Physio has circulated:

1. Chair

- Must support spinal curve
- Must have an adjustable height to make sure of the following:
    - user's feet rest flat on the floor or on a footrest
    - user's thighs are parallel to the floor
- Must have adjustable armrests so that arms can rest gently and have shoulders relaxed

2. Desk

- Knees, thighs, and feet must have adequate unobstructed moving space under the desk
- If the desk cannot be adjusted:
    - and is too low, place boards or blocks to raise it
    - and is too high, adjust the height of the chair and use footrests if necessary
- Desks with hard edges must be padded or used with a wrist rest
- Never store any item under the desk

3. Footrest

- Small stools can be an alternative
- Used when your chair is too high for your feet to be flat on the floor

4. Monitor

- Must have a mount that allows screen angle to be adjusted
- Must have adjustable brightness controls
- May be mounted on the wall
- Placed directly on your line of sight
- Should be placed an arm's length away from the user
- Height of the monitor must be at eye level or slightly lower

5. Keyboard and Mouse

- Mouse should be placed on the same surface as the keyboard
- When you are typing or using the mouse:
    - Wrists should be straight
    - Upper arms should be close to the body
    - Hands should be at the same level as your elbows or lower
- Make use of keyboard shortcuts

6. Telephone

- When you frequently use the phone and are tasked to write as well, it is best that you put the phone on speaker or use a headset

7. Key Objects

- Any key objects that you use in your workstation must be placed close to the body to minimise reaching for them. Key object may include:
    - Stapler
    - Phone
    - Water bottle
- Documents

An Ergonomic Office Workspace

These diagrams have been extracted from the following resource:

<https://www.worksafe.qld.gov.au/ data/assets/pdf_file/0006/83067/guide-ergo-comp-workstations.pdf>

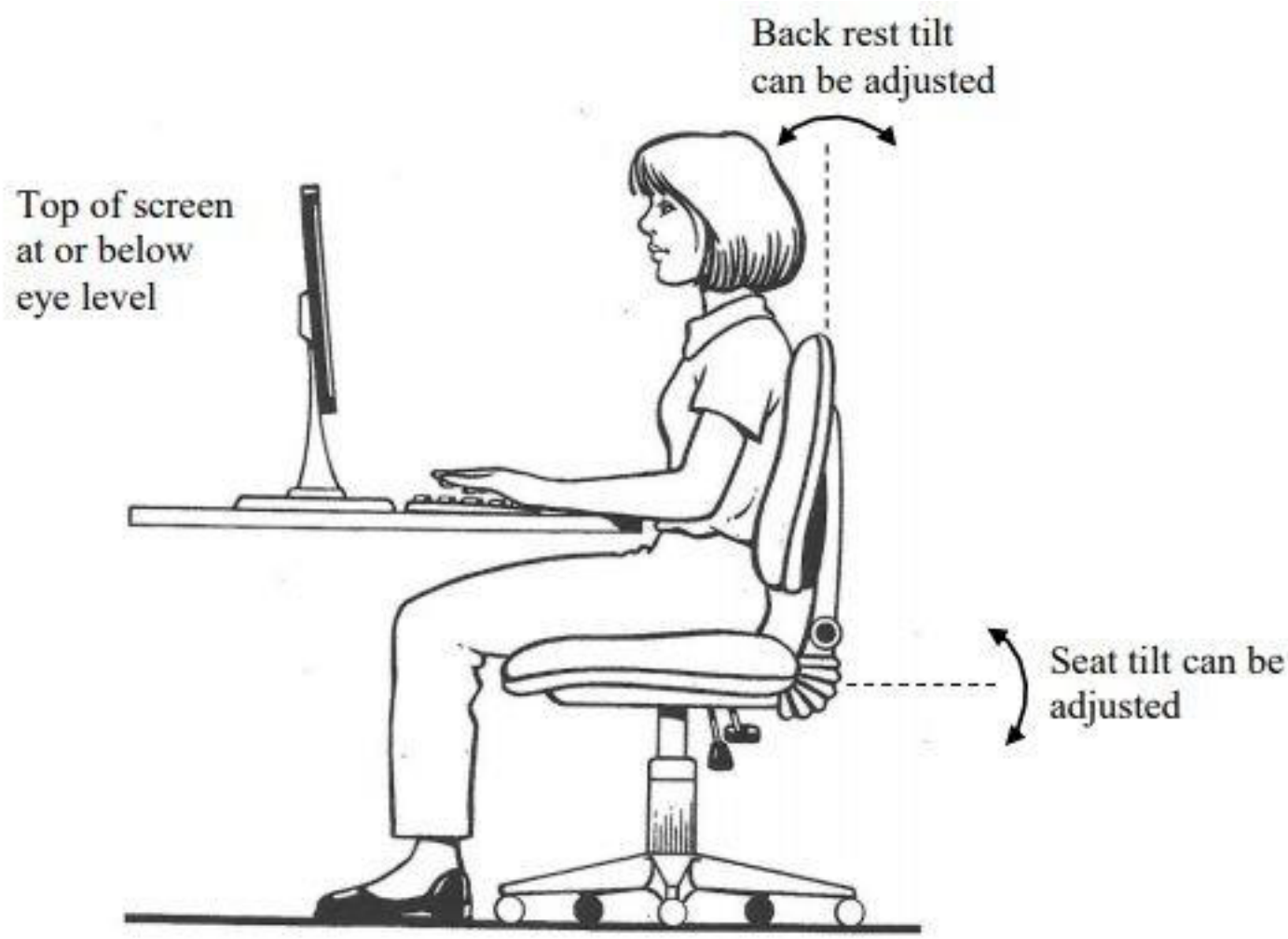


Figure 1: Acceptable sitting position.

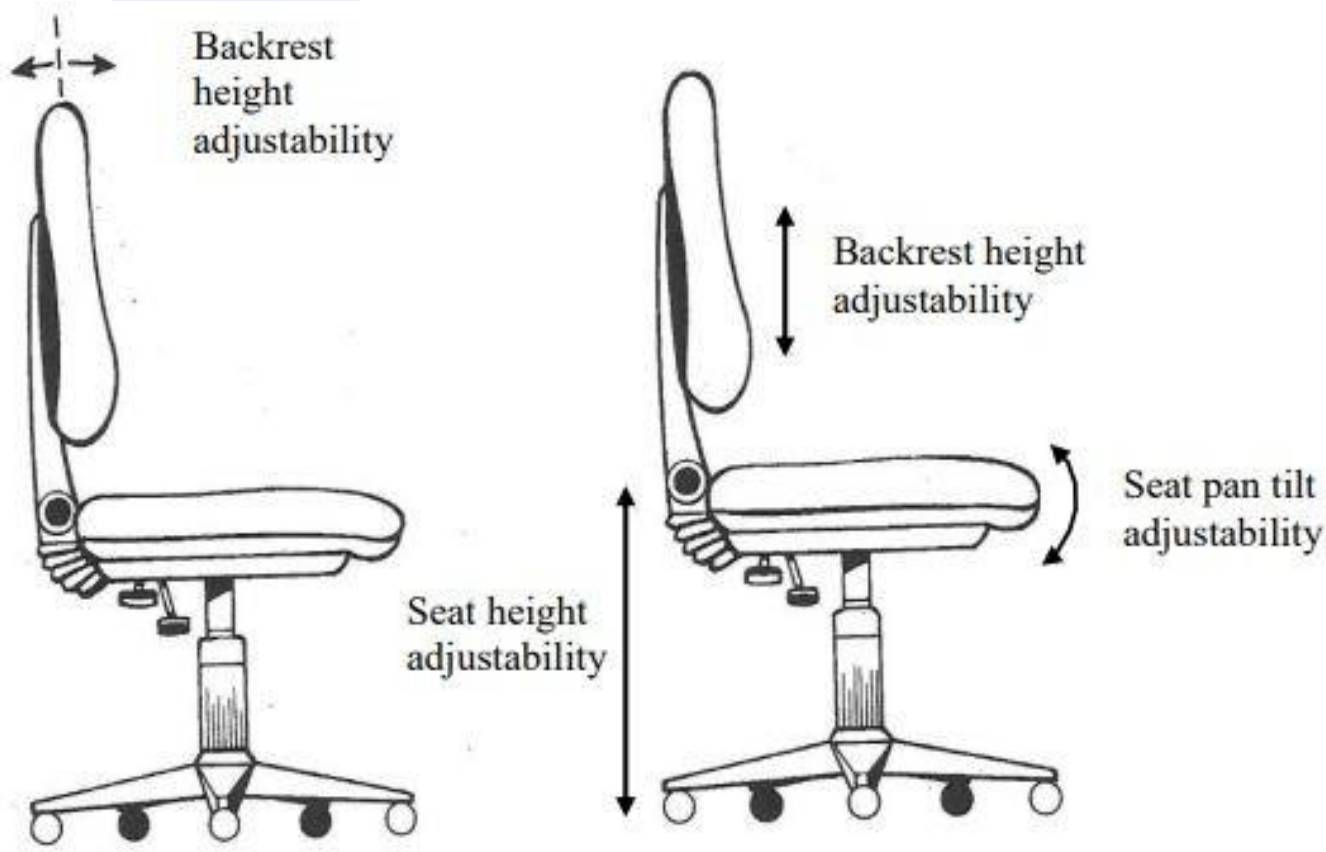


Figure 2: Features of an adjustable office chair.