Office Breaks and Conversation Techniques Policy and Procedure

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 Break and Conservation Guide to help the HiFlex Physio Team working inside the offices maintain their wellness while working at their desks.

HiFlex Physio wishes to care for the health of the planet by reducing our carbon footprint.

Policy

1. HiFlex Physio staff are reqyured to take movement breaks if undetaking keyboard duties.

2. HiFlex Physio will use recycled materials and using power-saving modes on equipment.

Procedure

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

2. Work periods and breaks are undertaken by staff and include:

2.1 It is recommended that operators avoid spending more than five hours a dy on keyboard duties and no longer than 50 minutes per hour without a postural/stretching break

2.2 Computer related tasks can be interspersed with non-computer related activies.

2.3 Employees must mix of repetitive with other activities

2.4 Employees should take exercise breaks to stretch and move.

3. Conservation techniques will include:

3.1 Utilising power-save options for equipment

3.2 Recycling used and shredded paper

3.3 Printing is to duplex - double-sided paper

3.4 Re-using paper for rough drafts (observing confidentiality requirements)

3.5 Turning off lights and electrical equipment when not in use

3.6 Monitoring water usage by turning off taps