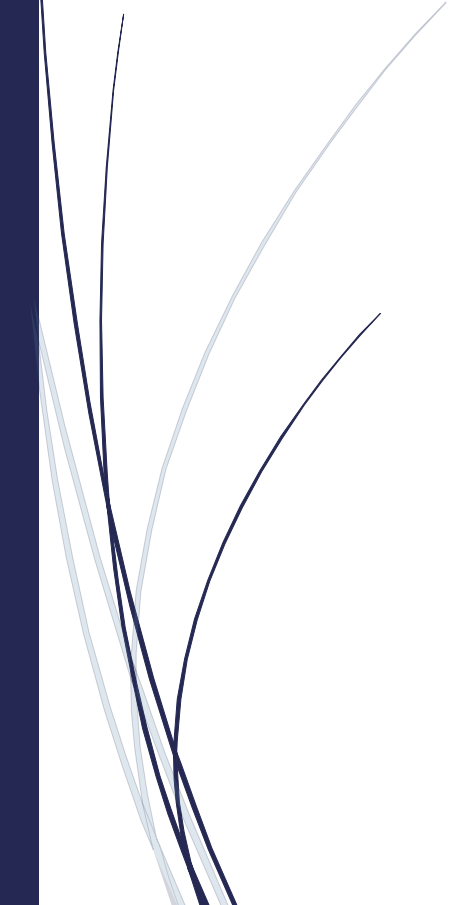




WORK HEALTH AND SAFETY MANUAL





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WHAT IS WHS

Workplace Health and Safety (WHS) is the discipline concerned with protecting the health and safety of all stakeholders in the workplace from exposure to hazards and risks resulting from work activities. WHS is everyone's responsibility. Here in W.A. it is still called OSH. (Occupational Safety & Health)

WHS LEGISLATION IN W.A.

The Occupational Safety and Health Act 1984 provides for the promotion, co-ordination, administration and enforcement of occupational safety and health in Western Australia.

In addition to the broad duties established by the OSH Act, the legislation is supported by a further tier of statute; The Occupational Safety & Health Regulations 1996 which have the effect of spelling out specific requirements of the legislation. It may also:

- Prescribe minimum standards and have a general application,
- Define specific requirements related to a particular hazard or particular type of work.
- Also allow for licensing and granting of approvals.

This is followed by a lower tier of non-statutory codes of practice and guidance notes relevant to specific industries. In an office environment & at TAFE the relevant Codes of Practice are:

- Code of Practice Manual Tasks 2010
- Code of Practice Violence, Aggression and Bullying at Work 2010
- Code of Practice Working Hours 2006
- Code of Practice Occupational Safety and Health in The Western Australian Public Sector 2007
- Code of Practice Managing Noise at Workplaces 2002
- Code of Practice (National) For the Control of Workplace Hazardous Substances Nohsc:2007(1994)

RIGHTS AND RESPONSIBILITIES OF WORKERS AND EMPLOYERS (DUTY OF CARE)

The OSH Act places certain duties of care for safety and health at the workplace on employers and employees alike. It also places emphasis in the duties of care on the prevention of accidents and injury or harm.

In Western Australia, the law requires your employer to provide a high standard of safety and health at the workplace and ensure that you are not injured or harmed because of your work. The employer's 'duty of care' includes protecting you from both physical hazards and 'psychosocial' workplace hazards (e.g. workplace bullying, violence and aggression).

EMPLOYERS RESPONSIBILITIES

- Provide and maintain workplaces, plant and systems of work so that workers are not exposed to hazards (maintaining a photocopier)
- Provide information about the hazards and risks from your job
- Provide you with instruction, training (including an induction) and supervision so you can work safely
- Consult and co-operate with safety and health representatives (if any) and employees about safety and health
- Where it is not practicable to avoid the presence of hazards, provide adequate personal protective clothing and equipment without any cost to you
- Ensure your safety and health in relation to plant and hazardous substances at the workplace so you are not exposed to hazards. (desk not next to photocopier)
- How to resolve any complaints or concerns about safety and health at work
- What to do in an emergency
- What to do if you are injured
- To inform you of your right to workers' compensation if you are injured.



To meet their 'duty of care', the employer must take into account any individual needs an employee may have to ensure they are able to work safely. This means the employer must consider the appropriate format for your safety and health training, instruction and information so you are best able to understand them. E.g. workers from a migrant or non-English speaking background, the information, instruction and training may need to be provided in other languages so workers can fully understand what is required.

EMPLOYEES RESPONSIBILITIES

- Work safely to ensure your own safety and health
- Make sure your actions do not cause injury or harm to others
- Follow your employer's instructions on safety and health – ask for assistance if you do not understand the information
- Take care of any protective clothing and equipment (ppe) in the way you have been instructed and report any concerns about it
- Report any hazards, injuries or ill health to your supervisor or employer
- Cooperate with your employer when they require something to be done for safety and health at the workplace.

These responsibilities also apply to contractors, labour hire workers, apprentices and workers in other labour arrangements.

EMPLOYEE'S RIGHTS

(that are not mentioned elsewhere)

- Be represented by a safety and health representative and/or have a safety and health committee. You can request your employer holds an election for safety and health representatives and/or sets up a safety and health committee
- Be notified about the outcome of investigations into hazards or injuries that you have reported
- Refuse to work where you have reasonable grounds to believe there is a risk of imminent and serious injury or harm to health – before considering this, it is advised that you refer to the requirements that must be met.



FIRE & EMERGENCY PROCEDURES

EVACUATIONS

Upon hearing the evacuation alarm, all students must stop what they are doing and follow the instructions given by the Wardens who will be easily recognisable by their coloured hard hats.

IF THE ALERT SIREN SOUNDS:

- If safe to do so, switch off all computers, printers, or electrical appliances and any ignition sources
- Close all windows and doors
- Gather your personal belongings in preparation to evacuate the building on instruction from the fire warden.
- Organise/help others in the room.

WHEN THE EVACUATION SIREN SOUNDS:

- Go to the nearest fire exit as directed by the Fire Warden. DO NOT RUN
- Only take your personal belongings
- Do not use lifts or telephones
- Advise a Warden or Lecturer of any injured persons as soon as possible
- Any mobility impaired person (e.g. confined to a wheelchair) should remain in a designated stair well with a volunteer helper until emergency services personnel arrive to transport them from the building. Students and staff should not attempt to bring wheelchairs downstairs
- When you get outside, go to the nominated assembly area and remain in class groups so the lecturer can check you are present.
- Only return inside when you are told to by either your lecturer or a fire warden.





HAZARD IDENTIFICATION & MANAGEMENT (SAM)

SAM stands for:

- S** Spot the hazard
- A** Assess the risk
- M** Make the changes.

- A hazard is any item, condition or situation that can cause injury or illness to someone in the workplace.
- A hazard is something that can hurt you or someone else.
- A hazard is a source of danger that could result in an accident if undue care is not exercised.

The top seven occurring hazards at work;

- Electricity
- Noise
- Slips, Trips & Falls
- Hazardous substances
- Manual tasks
- Mechanical equipment
- Personal safety

Once observed, the risk needs to be assessed on two levels, how immediate the danger is and how severe the injury can be, (mild, medium, severe, fatal). The risk then needs to be managed as best as possible, using the following six steps in order;

- Eliminate the hazard
- Replace the hazardous item/condition
- Separate the hazard from the workers
- Modify the hazardous item/condition
- Develop rules when handling the hazard
- Use Personal Protective Equipment (PPE) when handling the hazard

And remember to check: Did the changes work?

WORKPLACE HAZARDS IN THE OFFICE ENVIRONMENT

- Poor lighting
- Glare
- Poor workstation setup
- Cords across walkways that aren't taped down
- Objects or people blocking walkways/access ways
- Incorrectly storing heavy items (they should be at waist height)
- Damaged electrical equipment/cords/boards/sockets

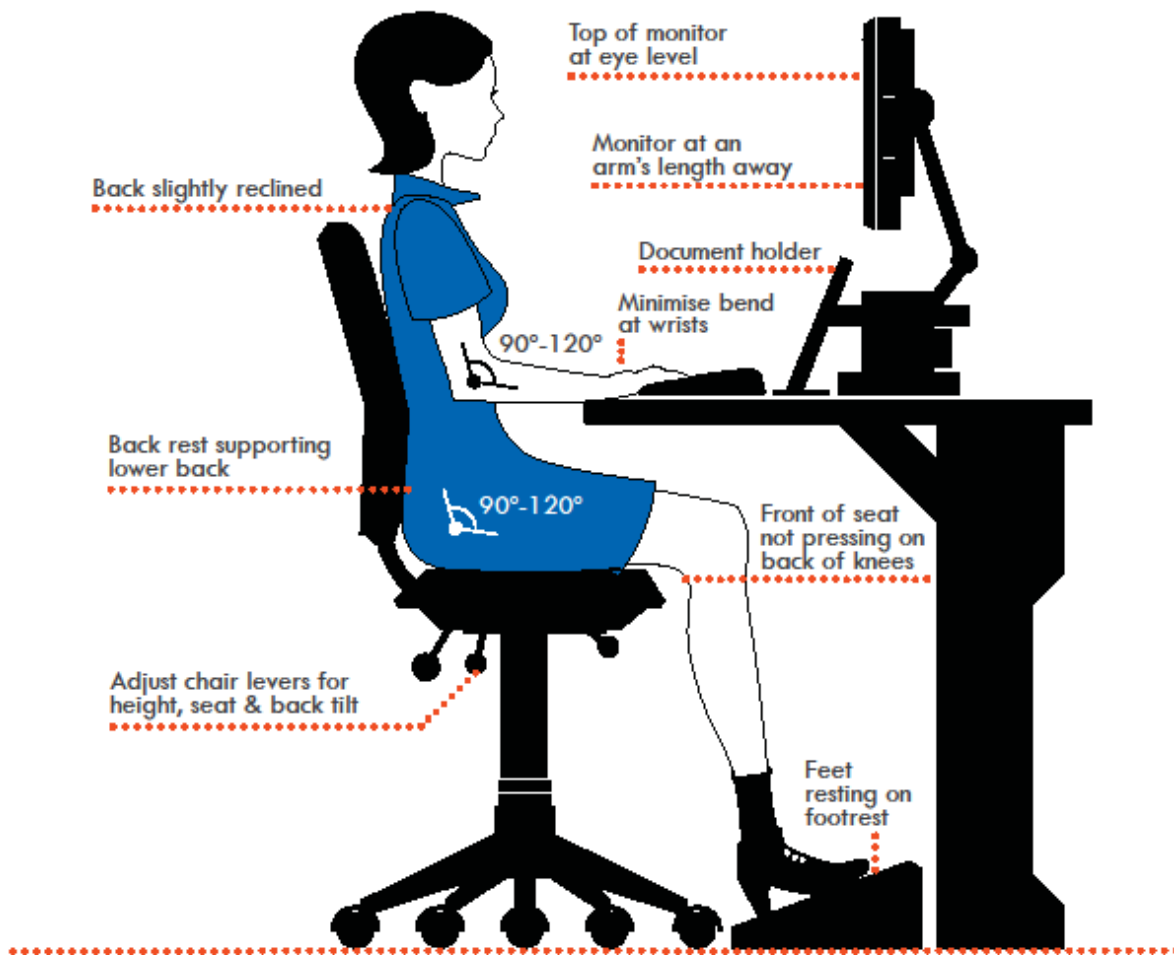
WORKPLACE ILLNESSES OR INJURIES RELEVANT TO AN OFFICE

- Stress
- Repetitive strain injuries, Occupational Overuse Syndrome
- Manual handling injuries e.g. not bending with knees when lifting
- Eye strain
- Conjunctivitis, colds and flus
- Cuts and abrasions



HOW TO SETUP A COMPUTER WORKSTATION FOR CORRECT WHS

Setting up your workstation



To find out more, contact
02 9351 5555
whs.information@sydney.edu.au
sydney.edu.au/whs



ERGONOMIC/ADAPTIVE EQUIPMENT TO ASSIST WHS IN THE OFFICE



Left: Ergonomic wrist pad

Right: Foot rest



Left: Document Holder

Right: Height adjustable desk



Left: Ergonomic mouse

Right: Ergonomic keyboard





STRETCHES, EXERCISES AND BREAKS FOR OFFICE WORKERS

5

MINUTE
OFFICE STRETCHES

'Think of movement as an opportunity, not an inconvenience.'

Begin all exercises with your feet planted firmly on the floor

THE TWISTER
LOWER BACK STRETCH



20 seconds x2

- 1 With your head and back upright, gently rotate your upper body towards your left, turning your head with you as you go
- 2 Return to starting position then repeat on the other side. This stretch should be felt in your back and sides.

THE YES & NO
NECK STRETCH



20 seconds x2

- 1 With your head and back upright, turn your head towards your left shoulder and hold for 20 seconds. Return to start and repeat stretch turning head to the right
- 2 Lift chin up towards the ceiling and hold for 20 seconds. Return to start and repeat stretch with your chin lowered towards your chest.

THE BANANA
SIDE STRETCH



20 seconds x2

- 1 With your head and back upright, raise one arm above your head and the other alongside your body
- 2 Slide the lowered arm down, this should create a long and short side of your body
- 3 Create an arc with the raised arm. This stretch should be felt in the muscles on your longest side.

THE ROCK
BACK STRETCH



20 seconds x2

- 1 Tuck your chin into your chest
- 2 Gently lower your hands towards the floor. This stretch should be felt in your back.

THE EMU
SHOULDER RETRACTION



20 seconds x2

- 1 With your head and back upright, place hands together behind your lower back
- 2 Pull shoulders back and down.

REACH FOR THE SKY
UPPER BODY STRETCH



20 seconds x2

- 1 With your head and back upright, raise both hands above your head
- 2 Reach up towards the ceiling, as high as possible until you feel a stretch in your entire upper body.

Log on for information, advice and all the latest news on exercise as medicine for all Australians.

www.exerciseismedicine.org.au




Third Party Logo to go here

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Office or IT work requires a sustained period of repetitive or static activity so you must take regular rest breaks. You should also move around to reduce the effects of fatigue by doing different tasks. Frequent short breaks are most effective in relieving the strain associated with keyboard work. For reasonably sustained keying activity a break should be taken for a few minutes every half hour.

During this break operators should walk around and perform whatever movement relieves the feeling of muscle fatigue. Movements that are a natural response to fatigued muscles such as shrugging the shoulders are generally the most effective in dealing with the fatigue.



APPENDIX 1

WHS Hazard Checklist

To fill this form in electronically, copy & paste the tick box from cell N2 for unshaded rows & O2 for shaded rows



Biological & Health

	Yes	No	N/A	Comment
Does the workplace provide antiseptic wipes &/or cleaners to clean equipment & work surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, are employees encouraged to use them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace pay for or provide a subsidy for flu shots?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, are employees encouraged to use it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees encouraged to stay at home if they are sick?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a work from home scheme for employees that are ill or have other family emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Air Conditioning/Heating ducts & equipment cleaned regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is Food & Drink kept away from all Equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace have a First Aid kit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, do all employees know its location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is it checked regularly & items replaced as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace have a Automatic Defibrillator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, do all employees know its location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is it checked & maintained regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace have 1 or more First Aiders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is there at least 1 onsite at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is their training updated regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace have a sharps container?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are gloves & aprons available to clean up any spilt body fluids e.g. vomit, blood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace kept the use of chemicals & perfumes to a minimum (due to allergies)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace have an infectious disease control policy/procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the Workplace have an Illicit Drug & Alcohol policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace have infection control policy/procedures in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Chemical

	Yes	No	N/A	Comment
Does the Workplace have a MSDS/File for every chemical (incl toner) that is used on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



If so, do all employees know how to access it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so, is it updated regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the photocopier located in a well ventilated room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff provided training for handling & replacing toner cartridges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are toner cartridges recycled where possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all chemicals stored according to their instructions (i.e. cool dry place)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all chemicals stored in their original containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If no, is the name of the product & directions for use clearly marked on the container?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all unused chemicals & containers disposed of correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Psychological

	Yes	No	N/A	Comment
Does the workplace have an Anti-Harassment policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, does the employer reiterate the importance of it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, do all employees know who to turn to if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If shift work or overtime is involved, does the employer make sure there is enough rest time before the next shift/day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all employees tasks varied - not doing the same task all day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace have an anti-discrimination policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, are all employees provided with a copy of it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, does the employer reiterate the importance of the policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, do all employees know who to turn to if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace have an employee assistance program-counselling etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, do all employees know how to access this if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are suitable breaks provided to each employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace cover an employee's workload when they are absent/on leave?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the workplace free from violence or aggressive behaviours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there specialist/security staff trained to manage conflicts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Bullying

	Yes	No	N/A	Comment
Does the workplace have a anti bullying policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



If yes, does it also cover cyber bullying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, are all employees aware of the policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, are all employees aware of who they can turn to if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do supervisors/managers receive adequate training to resolve any incidents with the above?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical/Machinery				
	Yes	No	N/A	Comment
Does the workplace use a Guillotine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so, is the safety guard still in place & in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so, are employees reminded to keep fingers & other objects clear (via training &/or signs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so, is cleaning/repair done so by experienced workers with any applicable PPE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace use a Shredder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so, is the safety guard still in place & in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so, are employees reminded to keep fingers & other objects clear (via training &/or signs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so, is cleaning/repair done so by experienced workers with any applicable PPE & it unplugged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the photocopier becomes jammed, are employees reminded to turn off & unplug it before clearing the jam?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace use a Laminator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so, are employees reminded to keep fingers & other objects clear (via training &/or signs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so, are employees reminded about the risk of burns if used incorrectly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so, is cleaning/repair done so by experienced workers with any applicable PPE & it unplugged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is dust kept to a minimum by regular cleaning of equipment & surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees trained how to operate equipment safely before they use it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are new employees properly supervised until they are/the manager is confident they can use it correctly themselves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a safety kill/isolator switch installed on any equipment or machinery that requires it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is it clearly identifiable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is it in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace test & tag all electrical equipment? (making sure its electrically safe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is the name of the person who made the inspection recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



If yes, is the the date the testing occurred recorded on the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is the result of the test recorded on the equipment? E.g. pass or fail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is the date by which the next test should be carried out recorded on the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is the license no. of person carrying out the test recorded? (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace have RCD's installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, are they tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is a log of dates they where tested kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are portable RCD's available (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, are they tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is a log of dates they where tested kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are circuit breakers installed? (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, are they tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is a log of dates they where tested kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Electrical/Machinery

	Yes	No	N/A	Comment
Does the workplace have smoke alarms installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, are they tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is the date of testing done recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace have a fire alarm installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is it tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is the date of test recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is the due date of the next test recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all employees know where the main power board is? (in case of emergency)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the main power board is locked, is there a key or person onsite at all times to unlock it if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, do all employees know where the key or person is located?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any broken power points or switches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, has it been tagged in some way so it cant be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, has it been reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all employees know how to report damaged or broken equipment or fittings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all cables & extension leads inspected for damage regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any damaged cables (other than extension leads)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, has it been reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, has it been tagged 'do not use' or removed until it can be repaired/replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any damaged extension leads in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, has it been reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



If yes, has it been tagged 'do not use' or removed until it can be repaired/replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace regularly inspect non electrical equipment for damage/danger? E.g. Guillotine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the health warning tags still attached to equipment? (e.g. keyboards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the workplace mindful of overloading the main power board (especially in older buildings)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If power boards or adapters are used, is it in a way so to not 'piggy back' sockets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is equipment left on after hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, are controls in place to reduce the risk of faults or fires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Physical

	Yes	No	N/A	Comment
Are there trolleys available for use for heavy items or repeated movement of items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When lifting, is the correct posture being used-knees bent & back straight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are back braces in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so, are they inspected regularly & replaced as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When storing heavy or bulky items, are they stored at waist height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are workspaces kept tidy & clutter free?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees mindful when working under desks of the risk of hitting their head?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Slips, Trips & Falls

	Yes	No	N/A	Comment
Are there any cords across the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is a cord cover & or tape used to secure it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the floors clear of other obstructions e.g. boxes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are walkways clearly marked or defined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all hinged doors open into a room rather than into a hallway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When not in use are doors/drawers keep closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all floor surfaces slip resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are sudden changes in level clearly marked e.g. where a step is?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Ergonomics

	Yes	No	N/A	Comment
Is a fully adjustable chair available for each workstation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



If yes, & the chair is located on a hard surface, are glides being used instead of castors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is there sufficient clearance between the bottom of the desk & the employees thighs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is the back rest adjusted so that the small of the back is supported & the angle allows the employee to sit upright?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is there sufficient clearance between the front edge of the seat & lower leg?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are angled foot rests available for employees that require them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace have any height adjustable workstations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does each workstation have a fully adjustable monitor (height & angle)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If no, is there a monitor riser or other suitable object in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there provisions (& room) for employees to have two or more monitors if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the monitor positioned so that the top of the screen is in line with the eyes & at arms length?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workstation have sufficient space for the employee's stationary, completed work, documents etc & to also have space to write if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Ergonomics

	Yes	No	N/A	Comment
Is there a document holder available for each work station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so, is it located at the same viewing distance as the screen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so, is the type of holder suitable for the employee using it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are frequently used items e.g. phone within easy reach from a seated position without needing to twist or stretch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the workstation has storage or shelving attached is it at a height suitable for the employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the space under the workstation clear of obstructions for the knees & feet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For any office equipment (e.g. guillotine) that is in a communal area, has the height of the workspace been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are cords & cables secured out of the way under & around the work station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the employee alternate tasks with working at the computer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If no, does the employee take a 10 minute break every hour? (get up & walk around)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Does the employee take frequent mini pauses to rest the eyes by looking at things at least 3m away?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If employees use the phone a lot are headsets fitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees maintaining appropriate posture when using workstations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees encouraged to stretch/exercise when using workstations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Environmental

<i>Lighting</i>				
	Yes	No	N/A	Comment
Are there any reflections onto/across workspaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, has controls been put in place to reduce it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there shadows across the workspace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, has controls been put in place to reduce it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any glare onto/across the workspace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, has controls been put in place to reduce it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the workplace have natural lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there appropriate alternative light sources for different tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are flickering lights replaced/turned off as soon as they start to flicker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are light fittings clean & in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any Emergency Lighting/Exit Signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so, are they in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so, is there a maintenance program in place for them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<i>Noise</i>				
	Yes	No	N/A	Comment
Have controls been put into place to reduce the volume of distracting/background/constant noises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are noise generating equipment or activities located away from employees undertaking tasks that require concentration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If employees use headphones (as a control) are they used at a level so as to hear emergency sirens etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have suitable floor coverings, wall & ceiling panels been used in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<i>Temperature</i>				
	Yes	No	N/A	Comment
Is Aircon/climate control set to an average comfort level for all staff (cooler rather than warmer)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there effective cooling of all electrical equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



APPENDIX 2 REFERENCES

- <http://www.consultaustralia.com.au/Home/Advocacy/WHS>
- <https://www.commerce.wa.gov.au/worksafe/occupational-safety-and-health-act-1984>
- <https://www.commerce.wa.gov.au/worksafe/occupational-safety-and-health-regulations-1996>
- <https://www.commerce.wa.gov.au/worksafe/approved-codes-practice>
- <https://www.commerce.wa.gov.au/worksafe/occupational-safety-and-health-act-1984>

- <http://www.northmetrotafe.wa.edu.au/content/policies-and-responsibilities>
- http://www.klesafety.co.uk/index.php?route=product/product&path=57_58&product_id=413
- <http://www.publicdomainpictures.net/view-image.php?image=58066>

- https://smartmove.safetyline.wa.gov.au/pluginfile.php/13477/mod_resource/content/2/Passport%20Program%20print.pdf
- <http://sydney.edu.au/whs/guidelines/workstation/index.shtml>
- http://sydney.edu.au/whs/docs/A4_sitting%20workstation.pdf

- https://commons.wikimedia.org/wiki/File:Ergonomic_mouse_pad.JPG
- <https://www.kensington.com/au/au/4464/56151/ergonomic-footrest>
- <https://mybusiness.officemax.com.au/holder-copy-omax-deluxe-ea-adjustable-height-angle-and-tilt>
- <https://vimeo.com/89141777>
- <https://www.jbhifi.com.au/computers-tablets/accessories/logitech/logitech-mx-master-2s-wireless-mouse-graphite/453489/>
- <https://www.amazon.com/Microsoft-3RA-00022-Surface-Ergonomic-Keyboards/dp/B01MFCTRZM>

- http://exerciseismedicine.com.au/wp-content/uploads/2016/11/EIM_Workplace-Poster-Office-Stretches.pdf
- <http://www.workingcarers.org.au/index.php/work-n-care/work/1576-working-carers-in-offices-need-to-take-regular-breaks>