Welcome to United Synergies induction for Office Ergonomic and Manual Handling.

The aim of this training is to:

• ensure awareness of the correct ergonomic principles and workstation set up
• Prevent workplace injuries
Why?

United Synergies is committed to making sure all workers in our service are well prepared for the work they are required to do.

Workers are required to be inducted into Office Ergonomic and Manual Handling. This is an induction presentation for information and advice, please consult with your management representative or Business Support Manager for clarification on any issues from this induction.
Legal Requirements

United Synergies is required to comply with both Federal & State Acts and Regulations to ensure we provide a safe work place for workers.

The requirements are outlined in United Synergies Work Health and Safety Policy and Procedures.

This induction is a summary of 8.1.6 United Synergies Work Environment Process.
Definitions
United Synergies will use some terms during this induction and the definitions are outlined below:

*Environmental Factors* are those related to the work environment, such as noise and lighting.

*Ergonomics* is the science of designing tasks, jobs, information, tools, equipment, facilities and the working environment to enable people to perform tasks in a safe, effective, productive and comfortable environment.

*Musculoskeletal Disorder* is an injury to, or disease of, the musculoskeletal system, whether occurring suddenly or over a prolonged period of time.

*Reasonable Adjustment* is where adjustments are made to a position, an employment practice, the workplace or work-related environment are to ensure equal opportunity for people with a disability to perform the inherent requirements of the position without imposing unjustifiable hardship on the organisation.
Process

Work Health and Safety for United Synergies is a continual process of improvement. United Synergies use the following principles of establishing safe office work environments:

• **Plan** – Regular planned reviews through WHS risk reviews to reduce or eliminate the number of musculoskeletal injuries to workers,

• **Do** – Conduct training and inductions for all workers and management representatives for work environments.

• **Check** – Monitor and measure the work environments through internal audits, reviews of reported incidents and hazards and consult the workers with any proposed changes to the work environments to reduce hazards to workers.

• **Act** – Regular reporting to the United Synergies Management representatives and review of management of the identified risks to United Synergies.
Management Representatives

Management Representatives are to provide workers with the following:

- Ensure risks are addressed for work stations to reduce discomfort and musculoskeletal injury to workers,
- Conduct regular reviews of the work environment to access potential hazards,
- Induct workers on the functions of the provided work equipment through the documenting in the United Synergies Worker Ergonomic Self-Assessment checklist form,
- If additional needs are determined to discuss with the Corporate Services Manager for assessment.
Worker Information

Workers are to minimise their risk of postural discomfort by ensuring their workstations are compliant with office ergonomic principles, good workplace layout and managing tasks to incorporate regular postural breaks.

Workers should review this presentation and use the United Synergies Worker self assessment regularly.

If a worker continues to experience musculoskeletal discomfort review your work station with your Line Manager and take appropriate steps to address the issue.
Stretching why do it?

Stretch exercises help to:

• Increase the blood flow to the body
• Alter a person’s posture
• Reduce load and fatigue on the muscles, joints and ligaments
• Move from a sustained posture every 10 minutes
• Pause stretch exercises should be performed at least every 1-2 hours to re-energise, re-hydrate and stretch your body
Manual Handling

Manual handling may be part of workers duties and the basic steps should be followed when doing manual handling:

- If you have had a previous injury ensure you use correct techniques or don’t attempt manual handling. There is no mandated legal set weight limit for male or female workers for manual handling in the workplace.

- If you don’t know the weight of the object, a general principle is to attempt to move the object using your shin and pushing with your leg in an attempt to gauge the weight of object. If object is easy to move it is generally light. If object is hard to move it will be a heavy item and you may have to use alternative methods to move the object (E.g. 2 people lift or mechanical items like a trolley),

- Simple rules of keeping back straight and bend at knees,

- If an object is above shoulder height, increase your height using mechanical items to move the object. It is not recommended to attempt to move an object if it requires you to extend your arms and lift.

- The following slides show lifting techniques as a general guidance, if in doubt contact your management representative,
General Guidelines

Keep Back straight and no bending
Manual Handling Techniques

Full Squat

Lunge Lift

Golfers Lift
Workstation Set Up

We have divided the work station set up into the following categories in accordance with the Worker Ergonomic Self Assessment Form:

- Chair
- Desk
- Computer Monitor of Visual Display Unit (VDU)
- Keyboard
- Mouse
- Desktop Items
Chair

Features of an Ergonomic Chair

• 5 Star base of support
• Height adjustable seat
• Tilt adjustable backrest
• No armrests present
Height of chair

- Forearms are parallel to the desk with your shoulders relaxed and elbows slightly lower than your elbow point approximately $100^\circ$ to backrest

- If your feet cannot reach the floor comfortably, you require a footrest

- Backrest at approximately $100^\circ$ to the floor
Desk

- Items used repetitively during the day (for example pens, stapler, hole punch or phone) need to be close enough so that the user does not have to stretch for the item,

- If you are on the road for much of the time and you need to set yourself up frequently, you will need to consider the zone of frequent use each time to set yourself up.

- Items should not be placed under the desk as they become trip hazards
How to measure what needs to be in the zones on desk

<table>
<thead>
<tr>
<th>Work Desk Zone</th>
<th>Descriptor</th>
<th>Percentage of total work time</th>
<th>Total minutes per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-working Area</strong></td>
<td>Never</td>
<td>0%</td>
<td>3 minutes in the hour</td>
</tr>
<tr>
<td></td>
<td>Rarely</td>
<td>0-5 %</td>
<td>3-20 minutes in the hour or 1 lift every 30 minutes</td>
</tr>
<tr>
<td><strong>Occasional Work Area</strong></td>
<td>Occasionally</td>
<td>6-33%</td>
<td>20-40 minutes in the hour OR 1 lift every 2 minutes</td>
</tr>
<tr>
<td><strong>Usual Work Area</strong></td>
<td>Frequently</td>
<td>34-66%</td>
<td>20-40 minutes in the hour OR 1 lift every 2 minutes</td>
</tr>
<tr>
<td></td>
<td>Constantly</td>
<td>67-100%</td>
<td>40-60 minutes in the hour OR 1 lift every 15 seconds</td>
</tr>
</tbody>
</table>
Step 2
The monitor or Video Display Unit (VDU)

- Should be approximately one arm's length away from the user. This is the average focal distance for a person and reduces the need to slouch forward to read the screen.

- Should be directly in front of the user.

- If two monitors are required and used equally, they should both be centred directly in front of the user.
Computer Monitor (VDU) Height

Two main features to consider with monitor height.

• The top of the monitor should be eye-level (if using 2 monitors the top of both screens should be at eye-level).

• People with bi-focals or multi-focal lenses may need to have their monitor lower to avoid excessive neck extension.
Excessive neck extension

You should not be leaning forward to read or see the information on the monitor. If you are adjust the position of the monitor this will reduce the pressure on your shoulders.
Laptop Computers

When using a laptop computer in the office for an extended time, one of the following two set-ups should be used:

• Docking station with external keyboard, and mouse should be used to maintain correct positioning.

• Laptop riser with separate monitor, external keyboard and mouse. You can use a small keyboard that fits easily into a laptop case.
Keyboard

It should not be inclined to avoid excessive and prolonged extension of the wrist whilst typing

Versus
Mouse

• Positioned to allow the elbow by the side of the user’s body and the wrist remains in a neutral position,

• If too far backwards, the wrist is placed in an unnatural angle which can predispose the user to carpal tunnel and tennis elbow type symptoms
Telephone

• If you use a desk telephone or mobile telephone greater than 20% of the day, a headset / hands-free set is recommended,

• When using the telephone, do not cradle the headset between your head and shoulders
Desktop Items

- Document holders if frequently transcribing from paper copy to computer. Position the document holder between monitor and the keyboard or adjacent to and at the same height as the screen.

- Ensure there is adequate room on the desktop to accommodate all necessary items and frequently used items are within comfortable reach.
Where to from here?

• United Synergies SharePoint, Section 8 Work Health and Safety has the self help checklist for workers to use and to discuss with your line manager,

• The information provided is general and if want an individual assessment please advise Sarah Wright or Chris Bell by email,

• United Synergies and all workers are responsible for all aspects of Work Health and Safety