

# ***SAFETY PROCEDURE***

## **HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR OFFICE WORK**

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## 2. PURPOSE

The purpose of this procedure is to ensure that the office and associated work environment is assessed, monitored and controlled and to provide practical guidance to Insert Your Company personnel on how to minimize the risk of occupational injury and discomfort in the office environment.

## 3. SCOPE

This procedure applies to all office workplaces where Insert Your Company personnel are required to work. This procedure will also be applied to contractors/subcontractors undertaking office work at Insert Your Company workplace.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Dynamic Muscle Effort</b>	Characterized by a muscle that alternates contraction and extension or relaxation of the muscles.
<b>Ergonomics</b>	The study of the capabilities and limitations of workers in relation to work systems, or set task, in the physical, psychological and social environment in which they work, with a view to promoting the wellbeing, safety and productivity of the workers.
<b>Force</b>	The action that maintains the position of an animate or inanimate body, or to alter the position of, or to distort, the object.
<b>Human Factors</b>	The capabilities and limitations of workers in relation to a work system, machine or set task, in the physical, psychological and social environment in which they work.
<b>Musculoskeletal System</b>	A system comprised of bones, joints, muscles, connective tissue and the interaction of these. It provides the body with structure, support, strength, movement and protection.
<b>Symptoms</b>	A collection of symptoms.
<b>Work Cycle</b>	The length of time provided to complete one task or sub-task.
<b>Work Level</b>	The level where the task is performed, above the work surface height, is defined by the thickness or height of the equipment or the machinery used.
<b>Work Rate</b>	The number of work cycles in a given time period. The work rate may be self, or machine paced.