

**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY 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 used for contractors/subcontractors undertaking office work at Insert Your Company workplace.

4. TERMS AND DEFINITIONS

Term	Definition
Dynamic Muscle Effort	The movement generated by the dynamic alternation of contraction and relaxation of muscles.
Ergonomics	Is the study of the capabilities and limitations of workers concerning work, machine or set task, in the physical, psychological and social environment in which they work to promote their wellbeing, safety and productivity.
Force	Is an action that tends to maintain the position of an object or to alter the position of, or to distort an object.
Home Office	The office space is designated in or near a person's residence for work-related activities.
Human Capabilities and Limitations	Human capabilities and limitations of workers concerning a work system, machine or set task, in the physical, psychological and social environment in which they work.
Musculoskeletal System	The human system that is comprised of bones, joints, muscles, connective tissue and the interaction of these. It provides the body with structure, support, strength, movement and protection.
Outside Work Environment	Any area or space where work is undertaken other than a standardized Insert Your Company workplace. Where relevant, an outside work environment may be used inter-changeably with a home office.
Syndrome	A collection of symptoms.