# HSEQ PROCEDURE

# HEALTH, SAFETY, ENVIRONMENTAL AND QUALITY MANAGEMENT PROCEDURE FOR OFFICE WORK

### Insert Your Company Logo

## **TABLE OF CONTENTS**

1	. AP	PPROVAL	3
2	. PU	JRPOSE	4
3	. sc	OPE	4
4	. TEI	RMS AND DEFINITIONS	4
5	. RC	OLES AND RESPONSIBILITIES	5
6	. PR	ROCEDURES	5
	6.1.	Introduction	5
	6.2.	The Correct Work Posture	
	6.3.	Workstations	5
	6.4.	Working Height	<b>'</b> '/
	6.5.	Chairs	7
	6.6.	Computer Position	8
	6.7.	Printers	8
	6.8.	Keyboards	9
	6.9.	Chairs  Computer Position  Printers  Keyboards  Computer Mouse  Lighting	9
	6.10.	Lighting	9
	6.11.	. Temperatures	9
	6.12.	. Work and Rest Sched	10
	6.13.	. Posture Activing Exercis	10
	6.14.	. Useful Tips	10
7	. RE	Lighting	11
۶		VCRITERIA	11
/	. RE	CORL AGEMEN Q-	12
,	O. RE		12
ì			
7			

Page 2 of 12

### 1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to ster and procedure it describes. A record of contextual additions or omissions

# Version Date Context Sectio mmary of mendments 1.0 Insert Date Safety associated and off with a sa

The latest revision in this procedure is on Insert Your Company intranet site.

It is the responsibility of the individual to ensure that any hardcopy is the current revision.

A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

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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 Co. 

or required to work. This procedure will also be contractors/subcontractors undertaking office work at Insert You compared workplace.

### 4. TERMS AND DEFINITIONS

-	D. M. Mr.
Term	Definition
Dynamic Muscle Effort	The movem ten ed to mic alternation of and relaxation of muscles
Ergonomics	Is the car and limitations of workers concine or set task, in the physic ycholo social environment in which they we to promote wellbeing, safety and productivity e orke
Force	tends to maintain the position of an attack and the
Home Offic	The ace is designated in or near a person's residence for we related activities.
	capabilities and limitations of workers concerning a work em, machine or set task, in the physical, psychological and social environment in which they work.
Mus Systen.	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.

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