

safer workspace setup



Chair height.

Adjust your chair height so that your elbows are slightly above your desk height. If your feet are not comfortably on the ground you may require a footrest.

Monitor positioning.

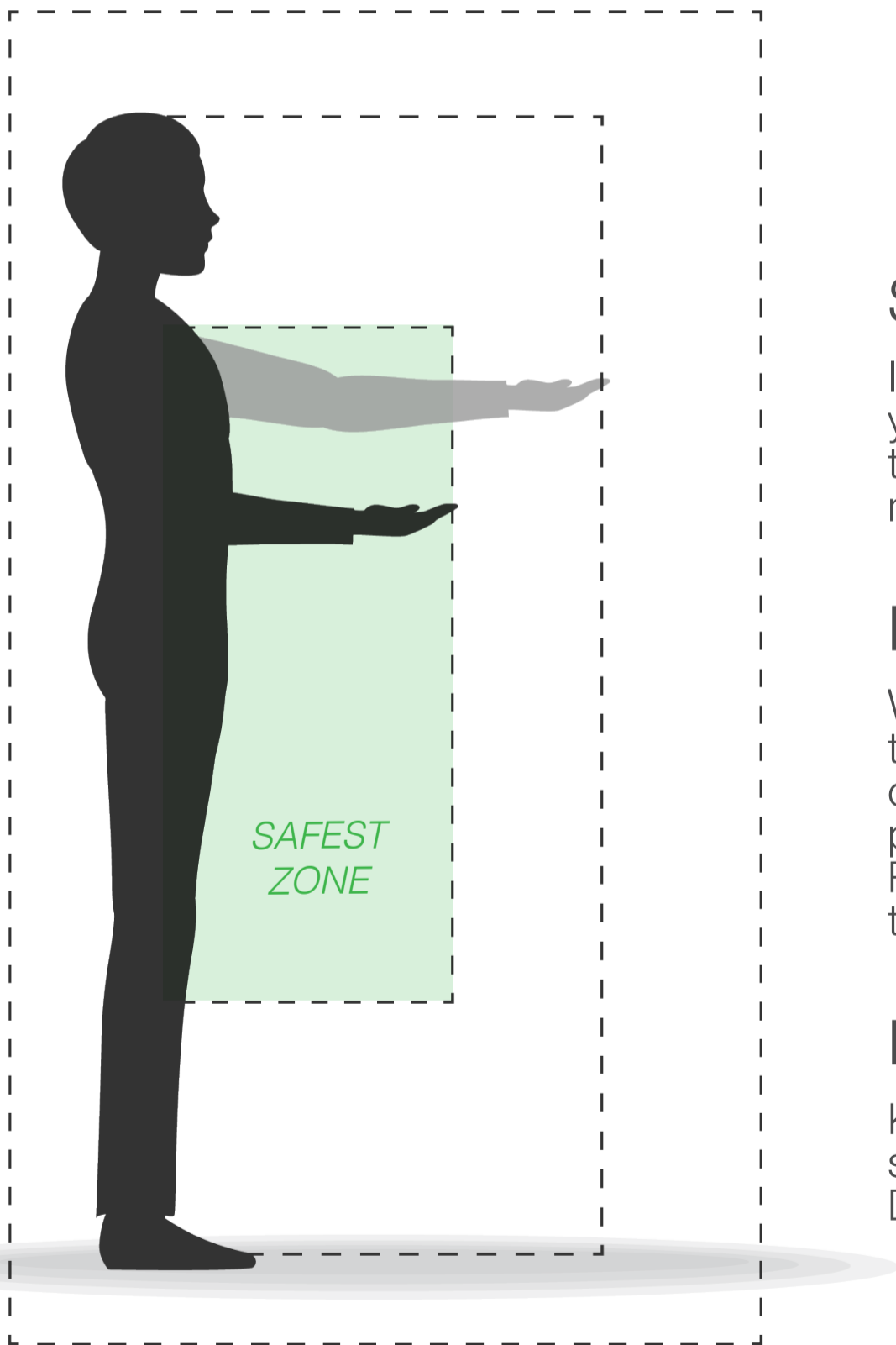
Adjust your monitor so that the top of your screen is level with your eyes, and the screen is arm's length away. If you need to lean in to see your screen, pull it in closer.

Keyboard placement.

Place your keyboard and mouse close to the edge of your desk, sit back in your chair when typing. Your elbows should be at your side when typing.



safer manual handling



Size it up.

If it seems heavy, it probably is. Can you use a trolley or ask someone else to help you move it safely? Consider making multiple trips.

Hold it close.

Where possible, keep the object within the green zone. Keeping the load close when you are lifting, pushing, or pulling will reduce impact on your back. Remember, 'nose over your toes' at all times.

Don't twist.

Keep your shoulders and hips in the same alignment. Move from your feet. Don't twist from your back!

our emergency contacts

Call '000' in an emergency

SERIOUS INCIDENT CONTACT(S)

WARDEN(S)

FIRST AID OFFICER(S)

LOCAL SERVICES

Police

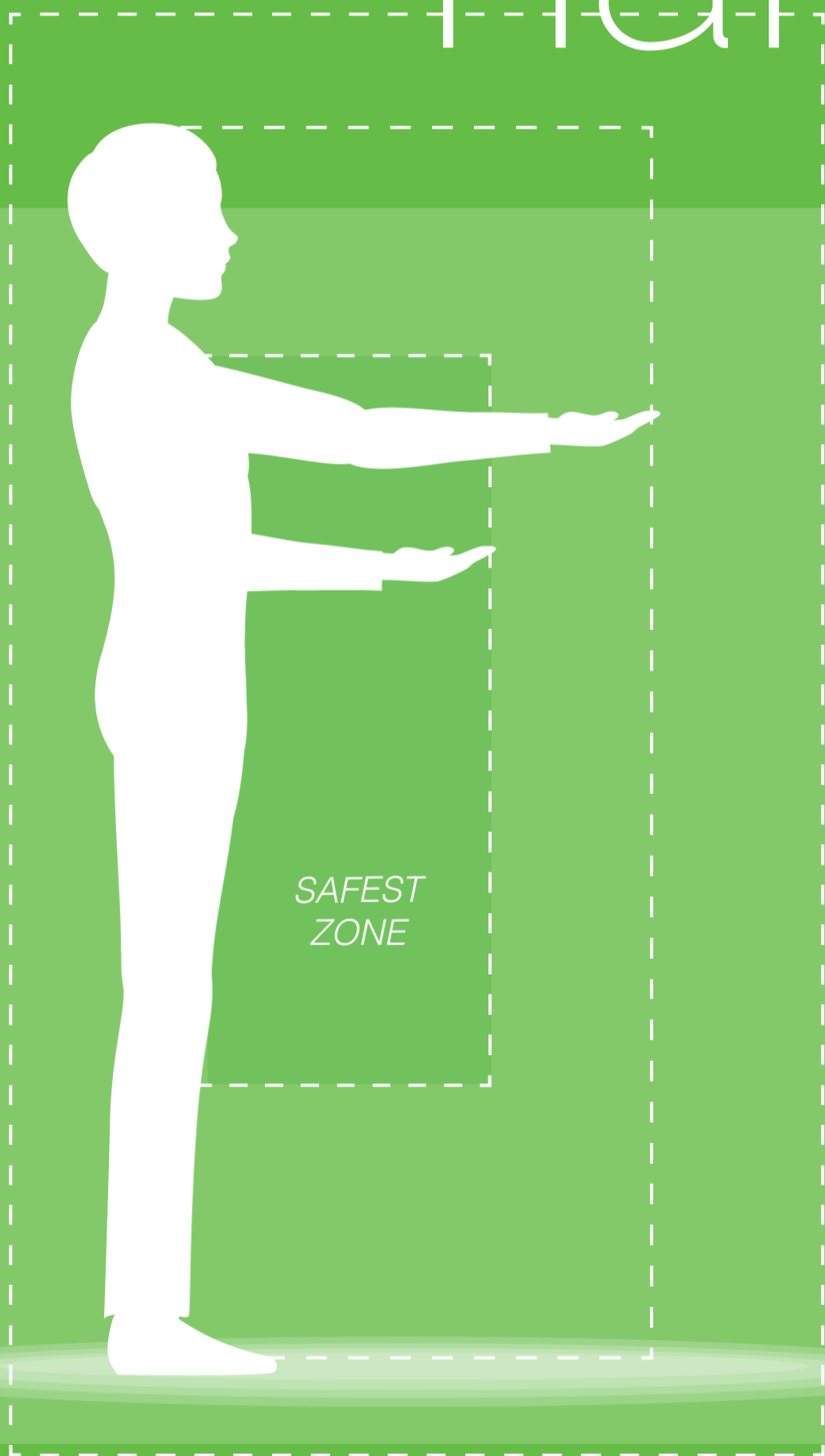
Medical

Fire

Regulator



Safer manual handling



Size up the load.

If it seems heavy, it probably is. Can you use a trolley or ask someone else to help you move it safely? Consider making multiple trips.

Hold the object close.

Where possible, keep the object within the green zone. Keeping the load close when you are lifting, pushing, or pulling will reduce impact on your back. Remember, 'nose over your toes' at all times.

Don't twist!

Keep your shoulders and hips in the same alignment. Move from your feet. Don't twist from your back.

Always assess it before you move it!



Safer workstation setup



Chair height.

Adjust your chair height so that your elbows are slightly above your desk height. If your feet are not comfortably on the ground you may require a foot-rest.

Monitor positioning.

Adjust your monitor so that the top of your screen is level with your eyes, and the screen is arm's length away. If you need to lean in to see your screen, pull it in closer.

Keyboard placement.

Place your keyboard and mouse close to the edge of your desk, sit back in your chair when typing. Your elbows should be at your side when typing.

Don't forget to move throughout the day!



Our emergency contacts

Serious incident contact(s)

Warden(s)

First aid officers(s)

Local Emergency Services

Police

Medical

Fire

Ambulance

In an emergency situation, call 000!

