HEALTH AND SAFETY IN OFFICES POLICY

Statutory Requirements

"An employer must ensure the health, safety and welfare at work of all the employees of the employer."
SECTION 8. (1) OH&S Act 2000
"An employer must ensure that people (other than the employees of the employer) are not exposed to risks to their health or safety arising from the conduct of the employer's undertaking while they are at the employer's place of work."
SECTION 8.(2) OH&S Act 2000

Policy

This policy relates to health and safety standards and practices applicable to the office environment.
Charles Sturt University will use the web booklet titled 'Health and safety in the office' for compliance with regulations, standards and codes of practice applicable to office environments. This booklet is available from the link at the booklet title, and contains information on the following items:

**Office Environment**
- Temperature and air-conditioning, Humidity, Ventilation,
- Contaminated air, Smoking, Ozone, Photocopiers, Sick building syndrome, Plants in the office, Lighting, Colour and Office floor space.

**Safety in the Office**
- Office accidents, Manual Handling and Reducing manual handling injuries.

**Keyboard Equipment**
- Recommended dimensions for seated work stations, chairs and posture checklist for keyboard workers, Lighting for VDUs, Glare and reflection, Using a mouse, Keyboard equipment and radiation, and Keyboard and telephone operations.

**Rest Breaks and Exercises**
- Rest breaks and keyboard work, Eye strain, Muscle care and preparation, and Exercises for rest breaks.

Please note that all accident reporting is by use of CSU Accident/ Incident Report Form as per the "Guidelines for Accident and Incident Reporting" except where the occurrence requires statutory notification, in which case WorkCover are to be notified as per the "Guidelines for Reporting of Incidents to the WorkCover Authority NSW".