


Work Health and Safety: Safe Work Practice: Administration

Computer use

 Risks	Risk rating	Risk Controls
Physical injury from overuse	Likelihood D Consequence 3 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Take short rest breaks at least every half-hour to stretch and intersperse keyboard work with other tasks requiring different postures and movements, e.g. collecting work at the printer, photocopying and distributing documents; <input checked="" type="checkbox"/> Perform eye exercises (see Policy G.19) <input checked="" type="checkbox"/> Gain optometrists opinion on best options if users spectacles are bi or multifocal <input checked="" type="checkbox"/> Intersperse keying and mouse tasks with a variety of other work tasks <input checked="" type="checkbox"/> Learn to use keyboard shortcut commands to reduce mouse use
Physical injury from incorrect posture or inappropriate equipment	Likelihood D Consequence 4 Rating = LOW	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Laptop computers, if extended use is planned, should be connected to a regular keyboard/docking port, <input checked="" type="checkbox"/> The task chair should have a fully adjustable chair height, back rest position and seat tilt <input checked="" type="checkbox"/> Use a monitor stand if needed <input checked="" type="checkbox"/> Use a footrest, if needed

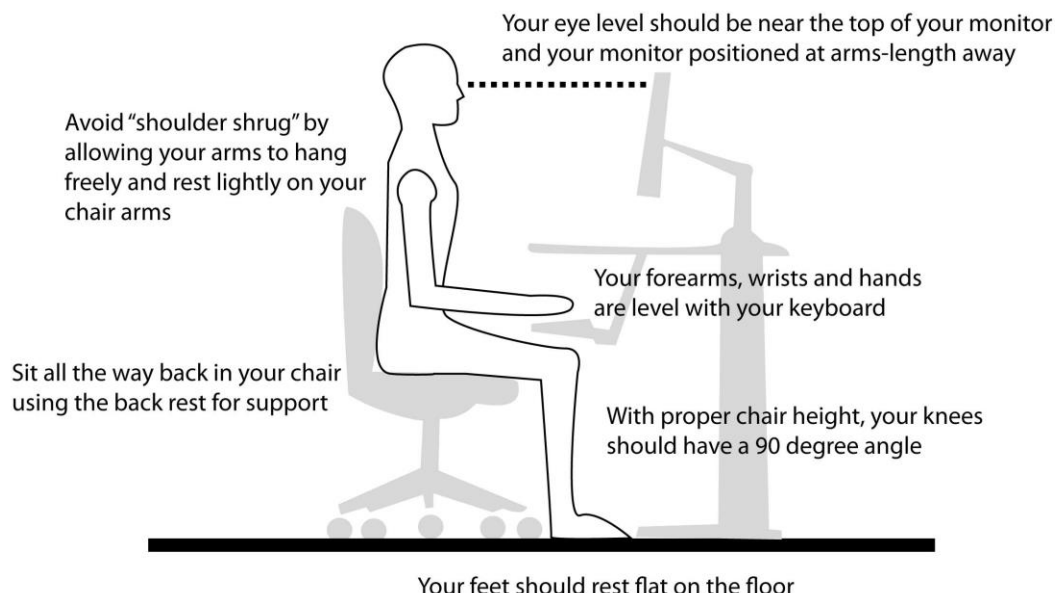
Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Desk, ergonomic chair, computer, monitor	
Personal Protective Equipment required:	

Activity	Worker behaviour	Client/other's behaviour
1. Preparation	<ul style="list-style-type: none"> a. Ensure that light from windows and light fittings does not create glare or reflection. If so, turn screen or block path of light b. Ensure there is adequate space on and under desk to make work comfortable 	Nil
2. Ensure chair is in correct position <i>(see below)</i>	<ul style="list-style-type: none"> a. Move your hips as far back in the chair as they can go - there should be space between the back of your knee and the front of the seat b. Position the maximum padding on the back rest in the small of your back, at waist level c. Move your chair in to the desk so that you are sitting flush to the desk edge and directly in front of the screen and keyboard d. Adjust the seat pan height so that the work surface is just below elbow height, with your navel in line with the spacebar e. Obtain a footrest if your feet are dangling 	
3. Ensure monitor is in correct	<ul style="list-style-type: none"> a. Position the screen at approximately arms distance away when you are sitting flush to the desk edge b. Position the top of the screen at eye level 	

Activity	Worker behaviour	Client/other's behaviour
position (see below)	c. If your glasses have more than one prescription, lower the screen until your chin is not protruding or retracting	
4. Ensure keyboard & mouse are in correct position (see below)	a. Relax your arms and elbows by the side of your body and then position the keyboard approximately 8 to 10cm from the desk edge, so that you do not need to over-reach b. Position the mouse close to the side of the keyboard c. Position source documents in line between the keyboard and the screen on a book lift style copy holder	
5. Keyboard & mouse use (see below)	a. Hold the mouse loosely with all fingers and follow each movement with the arm and shoulder b. Alternate mouse use between the right and left hand from time to time	
6. Follow-up	a. Document any incident or discomfort and report it to your Coordinator immediately	

Information from: <http://www.ehs.uts.edu.au/hazardguidelines/computercomfort.html>



Picture from: http://www.cccd.edu/facultystaff/riskservices/erg_resource_center.aspx

As at 27/09/16 this Safe Work Practice is authorised for use in:

Service	Position
Administration	Senior Admin & Accounts, Account & Administrative Clerk, Receptionist,
All Mercy Services programs	Coordinators
Community Transport Management	Scheduler and Administrative Assistant
McAuley Outreach Service	CEO, Director of Care and Managers
McAuley Parenting	Counsellor
Support Coordination	Family Worker, Parenting Support Worker
	Case Manager

Date for review of safe work practice: September 2019 (or if injury or changes require)

COMPETENCY ASSESSMENT Computer use

Employee _____

Assessor _____

Date _____

Desired Outcome:

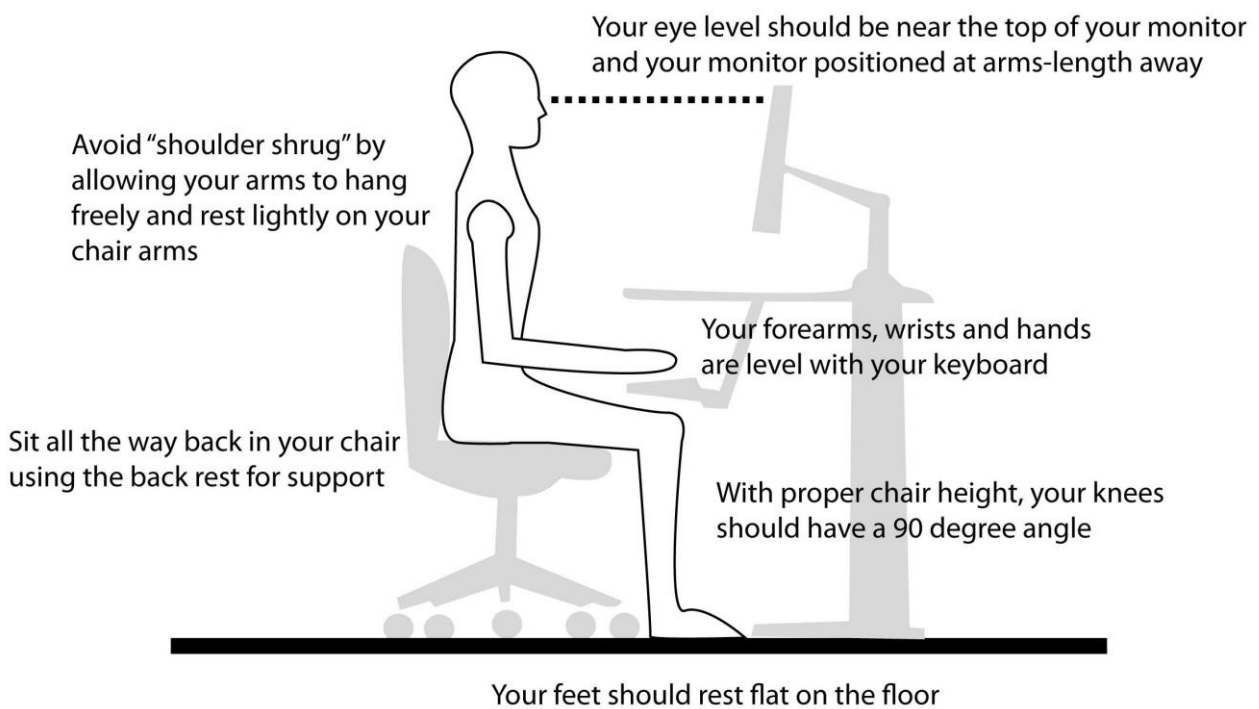
For staff to use computers for extended periods without injury to self or others

Knowledge required:

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Performance Criteria	Competence demonstrated	Comment
Prepares		
a. Ensure that light from windows and light fittings does not create glare or reflection. If so, turn screen or block path of light		
b. Ensure there is adequate space on and under desk to make work comfortable		
Ensures chair is in correct position		
a. Move your hips as far back in the chair as they can go - there should be space between the back of your knee and the front of the seat		
b. Position the maximum padding on the back rest in the small of your back, at waist level		
c. Move your chair in to the desk so that you are sitting flush to the desk edge and directly in front of the screen and keyboard		
d. Adjust the seat pan height so that the work surface is just below elbow height, with your navel in line with the spacebar		
e. Obtain a footrest if your feet are dangling		
Ensures monitor is in correct position		
a. Position the screen at approximately arms distance away when you are sitting flush to the desk edge		
b. Position the top of the screen at eye level		
c. If your glasses have more than one prescription, lower the screen until your chin is not protruding or retracting		
Ensures keyboard & mouse are in correct position		
a. Relax your arms and elbows by the side of your body and then position the keyboard approximately 8 to 10cm from the desk edge, so that you do not need to over-reach		
b. Position the mouse close to the side of the keyboard		
c. Position source documents in line between the		

Performance Criteria	Competence demonstrated	Comment
keyboard and the screen on a book lift style copy holder		
Keyboard and mouse use		
a. Hold the mouse loosely with all fingers and follow each movement with the arm and shoulder		
b. Alternate mouse use between the right and left hand from time to time		
Follow-up		
a. Document any incident or discomfort and report it to your Coordinator immediately		



Picture from: http://www.cccd.edu/facultystaff/riskservices/erg_resource_center.aspx

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee..... Date.....

Signature of assessor Date.....