



# OH&S TIP SHEET

Health and Safety in Early Childhood Services

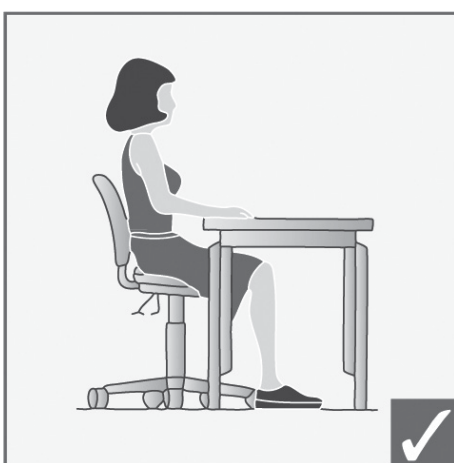
## Office design and ergonomics

Services will have some associated office work. If an office work area, computer or workstation is not set up optimally for correct postures, this has the potential to lead to musculoskeletal injuries. Also, work practices such as decreased physical variation (such as sitting for extended periods) and repetitious tasks (such as typing) increase the risk of these types of injury.

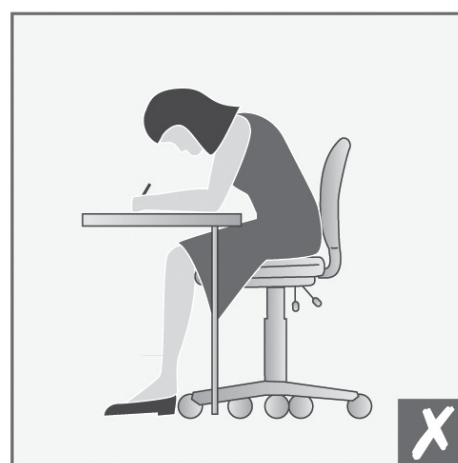
To address office design or ergonomic issues, the hazard management steps must be taken, including consultation with employees and others who may complete office-based work. This approach should be adopted in the design and management of offices, work carried out in them, and the selection and use of furniture and equipment.

WorkSafe Victoria Ergonomics Unit has produced the publication *Officewise – A Guide to Health & Safety in the Office* in January 2006.

This is an excellent resource for addressing issues related to office design and ergonomic set-up, and it brings together a range of information on other common office hazards, including lighting, noise, thermal comfort and air quality, office layout and design, chairs, desks and workbenches, data input devices, office equipment, storage and moving systems,

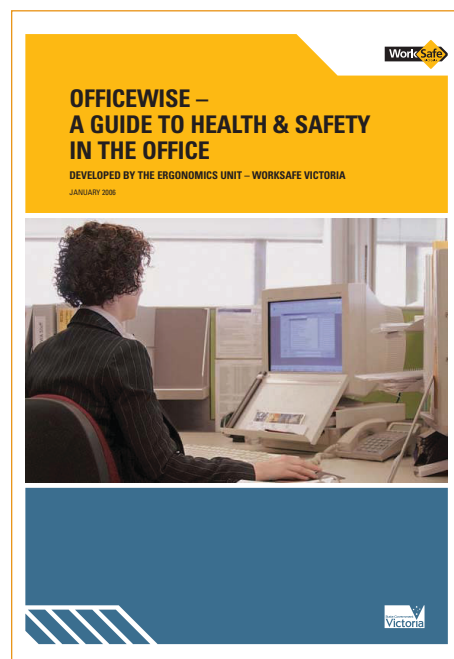


*Relaxed, comfortable work positions*



*Poor posture due to inadequate lighting or visual problems*

hazardous substances and electrical hazards. *Officewise – A Guide to Health & Safety in the Office* is available for download from WorkSafe Victoria's website at [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au) (then select 'Publications' tab), or in hard copy by calling (03) 9641 1444 and selecting the 'publications' phone menu option.



Source: *Officewise* - a guide to health and safety in the office, WorkSafe Victoria, January 2006. [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)