

**CHILD AND ADOLESCENT HEALTH SERVICE
POLICY MANUAL**

TITLE: COMPUTER WORKSTATION SAFETY (OSH)	Code: CAHS.P.CORP	Page 1 of 2
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This is policy no. 620

Child and Adolescent Health Service recognises that the safety and health of its employees is of prime importance and acknowledges its obligations to protect all employees, as far as is reasonably practicable, from hazards in the workplace.

POLICY	PROCESS
<p>Computer workstations shall be designed, maintained and used to minimise the risk of injury to staff. Computer areas may include desks, workstations, laboratories and reception areas.</p> <p>Managers and supervisors are responsible for:</p> <ul style="list-style-type: none"> • ensuring current and planned workstations take into account computer workstation safety factors, including suitable space, equipment and environment. <p>Employees are responsible for:</p> <ul style="list-style-type: none"> • adjusting their furniture and equipment to suit their needs at the commencement of each workday/timeslot. • using appropriate work practices as recommended. • reporting any problems/concerns to their supervisor. 	<p>Computer workstation safety consists of the following:</p> <ul style="list-style-type: none"> • Provision of appropriate furniture and equipment. Refer to the CAHS OSH website on computer ergonomics and recommended products. This also includes home based office/workstations. • Provision of an appropriate system of work, including a variety of tasks to allow for breaks away from the computer • Provision of a satisfactory environment, including lighting, noise and air quality. • Provision of assessment and training to ensure staff members know how to adjust their furniture and equipment appropriately, including use of an assessor where appropriate. To access the Computer Ergonomics Assessors Training (CEAT) assessors, refer to the list on CAHS OSH website relating to computer ergonomics. • Advice is available from the Occupational Safety and Health Department, to assist managers and staff to implement this policy and with design for new and refurbished computer workstation areas. • Staff should also refer to site/service specific policies where applicable.

REFERENCE TO EXTERNAL STANDARDS, LEGISLATION and POLICY

TITLE	CODE	LINKS
Occupational Safety and Health Act 1984 Occupational Safety and Health Regulations 1996		http://www.slp.wa.gov.au/legislation/agency.nsf/docep_menu.htmlx&category=4
Guidance Note for the Prevention of Occupational Overuse Syndrome in Keyboard Employment (NOHSC, 1996)		Link
National Code of Practice: Prevention of Occupational Overuse Syndrome (NOHSC, 1994)		Link

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RESPONSIBILITY

POLICY OWNER	Review Team Leader	Issued	Amended	Review
Executive Director, Workforce	OSH Manager	Last issued as CAHS July 2012	January 2013	Extend to June 2016