Policy Rationale
People whose work involves using computers for extended periods of time need to pay special attention to workplace ergonomics. Especially important for anyone whose workplace tasks include large amounts of typing or keyboarding.

Policy Aims
To provide a physical work environment that is:
- Effective and efficient in terms of work performance of designated tasks.
- Safe, clean, and aesthetically pleasing for personnel to perform their duties.
- Supportive of staff physiological needs and does not cause nor aggravate skeletal and muscular stress.
- Supportive of staff psychological needs and does not create unnecessary stress or anxiety.

Procedure – Workspace Ergonomics
In general, ergonomics concerns itself with human welfare and performance, and how a person’s job, work environment and equipment used affect these. In relation to computers, ergonomics is concerned with the interaction between a person who uses a computer, work area, work equipment, and work methods employed. CCAE will provide:
- The opportunity for staff to form a Designated Work Group [DWG] to identify and oversee OHS-Ergonomic issues.
- The opportunity for the elected DWG-HSR to undertake a WorkSafe approved 5 day OHS professional learning program.
- An opportunity for the DWG to discuss a form a risk assessment of the OHS-Ergonomic impact of new technology and equipment on work stations and functions, and formulate recommendations as a consequence of identified concerns.
- An opportunity for the DWG-HSR to raise concerns/recommendations directly with CCAE Centre Manager and/or Board of Management who will refer the matter back to the DWG for discussion and implementation of solution[s].

Simple but effective steps staff can adopt to improve your workspace ergonomics.

Personal Work Area
- Place the items you use most often within easy reach to minimise excessive reaching or twisting.
- Place your monitor at right angles to any windows, adjust or close blinds and remove sources of reflective glare.
- Position monitor at eye level, use a document holder to display the papers, and consider using a keyboard wrist rest.

Posture
- Feet should be flat on floor with upper and lower legs bent at right angles.
- Back should be slightly arched, neck straight with upper and lower arms at right angles.
- Do not crane your head and shoulders forward to look at the computer screen.
- Keep wrists straight, with fingers dangling down.
- If using keyboard wrist rest, wrists should not bend/touch pad when typing. Rest wrists on pad only when not typing.

Prevention Exercise
- Stretch fingers apart, then curl your fingers inward without clenching.
- Periodically drop hands to sides and shake gently. This helps restore circulation.
- Periodically stretch your neck. Exhale slowly and lower chin to chest. Inhale deeply and raise chin. Exhale and drop left ear toward left shoulder, then inhale and raise head to the centre again. Do the same for the right side and then repeat.
- Rest eyes by periodically focusing on distant objects. Look away from screen regularly. Blink often to keep eyes moist.

Good Habits
- Keep desk uncluttered so can find things easily without frustration.
- Vary tasks throughout the day, take a break every hour and do some relaxation or stretching exercises.
- Drink plenty of water and massage hands and forearms several times a day to improve circulation.

Evaluation
Policy will be reviewed bi-annually.