

1. The purpose of this procedure is to minimise the risk associated with commonly found hazards in Kidney Health Australia offices and show the commitment of the organisation's management and workers to health and safety in the workplace.
2. Identifying hazards in the office environment
 - Mechanical hazards such as heavily laden filing cabinets; hot components of photocopiers; poorly designed chairs that do not provide the user with adequate back support.
 - Physical hazards, like glare or reflections from screens; tripping hazards; repetitive tasks that demand prolonged work in a fixed posture.
 - Chemical hazards, such as photocopier toner, chemical cleaners such as detergents.
 - Psychological harm - lack of satisfaction from a job where there is inadequate peer recognition of work conducted, feeling under pressure to perform excessive workloads, repetitive work and insufficient task variety.
 - Electrical hazards such as damaged electrical cords, overloaded power points or other faulty computer/kitchen equipment should be reported.

All employees are required to work towards preventing accidents which can damage health within the workplace by reporting hazards as soon as possible.

Walkways

It is essential that walkways and exits are kept clear at all times. Exit points and the surrounding area must not be used as storage areas as it potentially introduces trip or fall hazards which can block emergency exits.

Manual handling issues in office environments

- When lifting, bend the knees and keep the back in an upright position whilst keeping items as close as possible to the body to minimise stress on the body and joints. Where extreme positions are called for, items should be held for as little time as possible and this should not be repeated often.
- If a box or item is heavy, ask someone else to assist or use a trolley.
- Avoid twisting the spine while moving an item.
- Lift an item from the floor using leg muscles not using the back whilst should remain upright.
- Changing tasks throughout the day is vital due to mental demands and changing posture.
- Repetitive tasks such as using a keyboard and mouse should be performed for short periods as possible. They are best interspersed with other tasks requiring different postures and movements to vary muscle use such as collecting work at the printer, photocopying and/or distributing documents.
- Use a stepladder to reach items stored in high cupboards or shelves. Under no circumstances should employees stand on chairs or tables.

Storage

Storage facilities need to be maintained and reviewed periodically with a view to keeping passage ways clear and to ensure safety and suitability to the storage needs.

Cleaning products must be stored in an appropriate container and clearly labelled with the product name.

Cleanliness

Kidney Health Australia has cleaners who clean regularly. All staff are responsible for keeping their own desk area clean and orderly. Dirty dishes (including cups and glasses) must be put in the dishwasher at the end of the employee's day. Food scraps should not be placed in employee bins, all food scraps should be placed in the break out bins to prevent unpleasant odours being carried throughout the office. Do not leave food scraps and dirty dishes at desks and around the office.

Breakout Room

Kidney Health Australia provides hygienic facilities for eating meals, preparing and storing food. Employees are responsible for keeping the common area clean throughout the day. As this is a communal area, employees must clean up when they have finished their food preparation and consumption. All containers/dishes/spoons/cups must be put in the dishwasher and not left on the sink or bench.

If a spill has occurred, the employee is responsible for cleaning it up immediately to keep all employees safe.

The microwave/toaster/toasted sandwich maker/coffee machine must be cleaned each time after your use.

The refrigerator is for storage of employees' lunch foods, and all containers and bags must be labelled or they will be thrown away. This is to ensure that there is no spoiled food left in the fridge in order to prevent illness, irritation and potential health risk.

Review and monitoring

A site inspection to identify hazards will be carried out every six months.

Incident reports highlighting hazards at Kidney Health Australia will be investigated and will receive a report on the findings. Incident Report Forms are in the first aid box. Please report any incidents to the HR Officer.

Document Information

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Revision History

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1	6/8/2019	Dan Ramos	Second release