

**PREPARATION OF CURRICULUM RESOURCES**

**Rotate/break up tasks and sustained/awkward/static postures regularly to decrease fatigue, strains/sprains and   
muscle soreness.**

## POTENTIAL HAZARDS

◼ Repetition of movement ◼ Awkward posture ◼ Duration of task

◼ Vibration ◼ Noise ◼ Slip/trip/fall

◼ Sprains/strains ◼ Shock/electrocution ◼ Cuts/lacerations

◼ Poor ergonomic setup of computer workstations

#### PRE-OPERATIONAL SAFETY CHECKS

1. Wear appropriate footwear and hand protection to suit the task where required.
2. Reduce clutter in the work area to minimise the risk of trip hazards, awkward bending and lifting, and poor storage practices.
3. Position furnishings and resources comfortably to minimise the adoption of awkward postures.
4. Ensure adequate lighting and ventilation when undertaking tasks.
5. Adjust workstation height and position to sit comfortably. Take regular short breaks to move around when undertaking long tasks that involve keying and mouse operation on a computer.
6. Do not lift or handle more weight than is comfortable. Keep loads close to the body.

**OPERATIONAL SAFETY CHECKS**

1. Schedule known peak period activities (e.g. exam typing, photocopying) to reduce stress and the potential for injury. Consider:

◼ sharing/rotating work tasks during peak periods to reduce repetitive actions

◼ establishing longer lead times for known peak periods to reduce fatigue and to allow sufficient time to complete the task

◼ temporarily adjusting staffing levels to assist with multiple demands and unplanned interruptions.

1. Take regular breaks from repetitive or long duration tasks. Rotate tasks where possible.
2. Vary posture regularly, especially when sitting at the computer for long periods.
3. Use trolleys to carry heavy and/or awkward loads (e.g. archive boxes, copy paper, class sets of resources).
4. Use mechanical devices to assist in repetitive process wherever possible (e.g. paper cutters, folding machines, binders, electric staplers) or consider outsourcing bulk productions (e.g. booklets, awards night programs).
5. Minimise prolonged standing and/or sitting by alternating tasks.
6. Avoid over-reaching and repetitive actions. Keep work close to the body.
7. Ensure that shared workstations are fully adjustable (including, desks, chairs, monitors, stands/document holders and footrests). Each new user should adjust the station to suit their needs at the start of their work period.

#### HOUSEKEEPING

◼ Clean all work surfaces and return all materials to storage in an orderly and tidy manner.

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| **Date of last review** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |