

**LIBRARY CIRCULATION DESK**

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

## POTENTIAL HAZARDS

◼ Repetition of movement ◼ Awkward postures ◼ Duration of task ◼ Slip/trip/fall

◼ Sprains/strains ◼ Static posture ◼ Reaching, twisting and bending

#### PRE-OPERATIONAL SAFETY CHECKS

1. Adjust workstation height and position to sit or stand comfortably. Alternate sitting and standing or adjust posture every 30 minutes. Where anti-fatigue matting is used when standing, take care that it does not become manual handling or trip hazard.
2. Plan and rotate tasks to minimise repetitive actions including use of electronic equipment.
3. Use good postures and work techniques. Do not over reach or stretch to grasp books.
4. Do not lift or handle more weight than is comfortable. Keep loads close to the body.
5. Arrange for bulk book orders (e.g. text books) delivered as close to work areas as practical to work areas.
6. Organise for deliveries to be stacked on work benches or pallets to reduce the need to bend and lift repetitively.
7. Organise additional staff allocations for repetitive, long duration tasks.

**OPERATIONAL SAFETY CHECKS**

1. Wear shoes with good support and flat heels if standing for long periods.
2. Keep work surfaces clear to allow work to flow through the circulation desk effectively.
3. Minimise prolonged standing and/or sitting by alternating tasks.
4. Avoid over-reaching and repetitive actions by encouraging patrons to place and orient books on the desk so that they can be easily reached and handled.
5. Alternate dominate hand when gripping to reduce muscle fatigue and strain.
6. Place barcodes on the outside of resources. This will reduce the need to open or flip over books.
7. Use a security system built into scanners to minimise double handling during scanning and desensitising.
8. Use a spring loaded book drop to minimise crouching, bending and lifting.
9. Share/rotate work tasks during peak periods to reduce repetitive actions
10. Schedule known peak period activities (e.g. text book checkout) with extra staff to share workloads.

#### HOUSEKEEPING

◼ Periodically review the circulation desk workflow to manage the amount of sustained time used each day performing repetitive actions, multiple handling of materials and frequent lifting of heavy book/bins. Adjust work strategies accordingly.

◼ Keep the desk clear of clutter to maintain efficient workflow.

◼ Consider altering workplace designs to minimise bending, lifting, reaching and stretching (e.g. work bench height, work station location, book returns, library shelf spacing etc.)

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