



POLICY

Policy Title: Ergonomics

Policy Owner: Director Human Resources Service Centre

Keywords: 1) Occupational Overuse Syndrome 2) Laptop Computer
3) Multiple Screens 4) Keyboard operators

Policy Code: PL224 [hr173]

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1. INTENT

This policy aims to achieve the University's goal in providing and maintaining, so far as is reasonably practicable, a safe and healthy work environment for its workers, students and visitors.

This policy identifies the responsible parties in maintaining correct ergonomics in the workplace in accordance with the various University Guidelines for Computer Use. Adherence to this policy will assist with the reduction of Workers' Compensation claims costs and improved staff productivity.

2. ORGANISATIONAL SCOPE

All Edith Cowan University (ECU) Workers

3. DEFINITIONS

TERM	DEFINITION
ECU	Edith Cowan University
Worker(s)	A person is a worker if the person carries out work in any capacity for ECU, including work as: a) An employee b) a contractor or subcontractor; c) an employee of a contractor or subcontractor; d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or e) an apprentice or trainee; f) a student gaining work experience; or g) a volunteer.

4. POLICY CONTENT

4.1 Ergonomic Responsibilities

4.1.1 University

ECU is responsible for provision of the following for University workers:

- Standard ergonomic workstation and equipment
- Electronic equipment as determined by the Standard Operating Environment Policy [LT042]

4.1.2 Faculty or Service Centres

The relevant Faculty / Service Centre shall:

- Provide funding for equipment required for workers to undertake their duties
- Provide funding for ergonomic assessments as required
- Fund appropriate Ergonomic Equipment as outlined in the Purchasing Workstation Equipment recommendations document

4.1.3 Managers/Supervisors

It is the responsibility of Managers and Supervisors to:

- Ensure adequate equipment is provided
- Ensure adequate training has been provided
- Ensure ergonomic hazards are identified and resolved
- Encourage and reinforce correct working practices
- Encourage early reporting of injuries or complaints
- Investigate incidents that may have resulted from an ergonomic hazard

4.1.4 Workers

Workers are required to:

- Participate in training provided and ensure that information provided has been understood
- Correctly use equipment provided in accordance with instruction and the Ergonomic Policy and associated Guidelines
- Follow proper working techniques
- Report any incidents or hazards as soon as possible

4.1.5 Health and Safety Office

The Health and Safety Office is responsible for providing:

- Basic ergonomics guidance and assistance
- Information on the process to seek further assistance on ergonomic issues.
- Guidance on the Accident Investigation process and Workers' Compensation.

4.2 The following guidelines provide more detail on maintaining correct ergonomics in the workplace and must be adhered to:

1. Purchasing Workstation Equipment
2. Ergonomic Workstation Setup Guide
3. Guidelines for the Use of Laptop Computers
4. Guidelines for Keyboard Operators
5. Guidelines for Occupational Overuse Syndrome
6. Home Based Work Guidelines

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner the Director Human Resources Service Centre has overall responsibility for the content of this policy and its operation in ECU.

Staff/students/contractors

Staff/students/contractors are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 The policy is supported by the following Guidelines:

The following are available from the Work Health and Safety webpage:

- Purchasing Workstation Equipment
- Ergonomic Workstation Setup Guide
- Guidelines for the Use of Laptop Computers
- Guidelines for Keyboard Operators
- Guidelines for Occupational Overuse Syndrome
- Vision Screening for Users of Screen Based Equipment Policy
- Vision Screening for Users of Screen Based Equipment Guidelines

The following are available from the Employee Relations webpage

- Home Based Work Guidelines

6.2 Other documents which are relevant to the operation of this policy are as follows:

- University Work Health and Safety Policy [HR081]
- Standard Operating Environment Policy [LT042]

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director Human Resources Service Centre
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8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
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