

ERGONOMICS POLICY

POLICY STATEMENT

The Officers and P.C.B.U (Person Conducting a Business or Undertaking) are committed to preventing injuries associated with Ergonomic hazards. Ergonomic hazards may be found in the design of work tasks, equipment used and the working environment. In order to minimise possible injury to the staff, an active and systematic approach towards the elimination of workplace hazards will be adopted.

It is **Brisbane School of Theology's** policy that the working environment for the workers will provide for the application of safe Ergonomic techniques at the highest level possible.


The Officer's and P.C.B.U's responsibilities, in consultation with the workers, are as follows:

- ensure ergonomic hazards relating to poor design of tools, equipment, work station or work practices are identified and associated risks controlled
- ensure that all workers have been provided with adequate equipment for task undertaken
- ensure that workers have had information, instruction or training provided in the use of equipment and work practices
- encourage and reinforce proper working techniques
- encourage early reporting of any injury or symptoms.

The workers' responsibilities are as follows:

- ensure they understand information and instructions provided
- participate in training as provided
- correctly use equipment provided
- follow proper working techniques
- co-operate in the early identification and reporting of hazards and/or injury symptoms.

Consultation with the workers will be encouraged as it assists in the development of suitable control options and applications. Further, consultation provides an opportunity to contribute to decision making in a timely fashion to resolve Ergonomic risks. Office assessments and staff training involving ergonomic techniques are to be conducted regularly and documented.

Policy Area: Work Health & Safety	This Policy was approved by  Richard Gibson Principal	Approved: 13 May 2014
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