

# Manual Tasks for Office Workers

Safe Actions conducts manual tasks training to enable office workers to identify and manage manual task risk factors to maintain a safe working environment.

The Manual Tasks for Office Workers short course covers:

- OSH Legislation.
- Code of Practice Manual Tasks as it applies to office workers.
- Options for correct positioning for seated keying work.
- Transferring of stationery, pushing trolleys and stacking of shelves
- Basic stretches to reduce sustained postures.

In this 2 hour course, workers will review the OSH Legislation and Code of Practice Manual Tasks.

Self protective behaviours will be applied to common loads in the office environment.

Office seating and additional ergonomic equipment to support a neutral seated working posture will be explored. Optimum positioning when using large screens or multiple screens will be discussed.

