The Diocese of Palmerston North and its Parishes are committed to removing or minimizing risks to Workers that arise from their use of workplace equipment and furniture and the performance of workplace tasks.

**Coverage**

The Diocese is a Person Conducting a Business or Undertaking (**PCBU**).

Each Parish is also separately a Person Conducting a Business or Undertaking (**PCBU**).

**Definitions**

**Ergonomics** - Equipment design for the workplace intended to reduce user/worker fatigue and discomfort

**Manual handling –** Carrying, holding, moving or manipulating something, in any way, as part of their work.

**Procedures**

**The PCBU must a**s far as is reasonably practicable:

* Consult workers when purchasing furniture or equipment for their use and risk assess all equipment;
* Purchase ergonomically effective work stations, chairs and other furniture;
* Maintain furniture, fittings and equipment in a state which is fit for purpose;
* Provide training at induction on ergonomic issues, and when furniture purchase is being considered;
* Encourage workers to set their work station sup ergonomically and to use correct posture;
* Provide equipment and/or training for to help minimize risks in manual handling;
* Provide safe systems of work to either prevent or minimise manual handling risks
* Provide equipment to assist with manual handling tasks;
* Ensure controls are effective and are being used for the purpose intended;
* Review of control methods with workers performing the task, particularly where the task, equipment, environment has changed;
* Encourage workers take steps to assure the ergonomic correctness of the workstations;
* Assist Workers who have work-related repetitive stress injury to return to or remain at work.

**Workers must a**s far as is reasonably practicable:**:**

* Take reasonable care with their own health and safety, and that of others, whilst using equipment;
* Take mini-breaks and practice stretching or exercises at intervals to reduce muscle tension from keyboard or other office work;
* Follow reasonable information, instruction and training provided by the PCBU;
* Use equipment provided to assist with manual handling tasks;
* Review the Practical Assistance Appendix for information on computer and manual handling safety.
* Make their needs known to their manager in terms of furniture and equipment which is safe and comfortable to use;
* Report any hazards identified with equipment required for a task.

Workers are asked to bring any concerns to the PCBU through their Manager. Feedback is an important means of identifying and correcting ergonomic hazards. When a hazard is identified, the adviser will provide a response and recommended action.

**Approval and Review**

This Procedure was approved by the Diocese of Palmerston North on 11 October 2016

This Procedure was ratified by the Parish of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

This Procedure will be reviewed by the Diocese of Palmerston North on 1 October 2017

## Lifting and manual handling

* It is important to get assistance if you need to lift heavy objects
* Use trolleys to move boxes of paper or books
* Make several trips rather than carry a heavy load
* Please advise your manager if you find you need to lift heavy items without assistance

**Reference documents that are useful:***Code of Practice for Manual Handling*<http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/manual-handling-code-of-practice-for/manual-handling-cop.pdf>

## Computer safety

* Most workers will use a computer on a daily basis in order to conduct their work. This can result in potential discomfort, pain and possible injury to the operator.
* There are a number of preventative steps that can be taken to avoid this potential harm. The best available source of information is ACC’s Habit At Work [www.habitatwork.co.nz](http://www.habitatwork.co.nz)
  + As well as offering guidance, this website has a training module on preventing discomfort, pain and injury for those who work in an office environment. There is also an assessment that is recommended.
  + You will notice there are exercises and helpful advice on how to reduce risk as well as alleviate symptoms if they develop. Therefore, this site is worth visiting on a regular basis.

**Reference documents that are useful:**

ACC’s G*uidelines for using computers: Preventing and managing discomfort, pain and injury**

<http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers/computers.pdf>