



# OFFICE RISK ASSESSMENTS

Complete Office Ergonomic & Manual  
Handling Assessments

Corporate.Work.**Health.**  
Australia.

# Complete Office Risk Assessment

Assess all the common hazards within an office environment >

## Ergonomic & Safety Risk Assessment & Hazard Identification

### Requirements:

The office hazard and risk assessment is a broad assessment of the entire office that includes all work areas that ensures we identify all hazards and risks. We utilise the risk assessment template as published in Officewise from Worksafe as a template.

### Key areas reviewed:

- Job design and training
- Office layout i.e. workstation layout and placement of workstations, meeting rooms and breakout room
- Workstations, workload, tasks, lighting, manual handling
- Noise i.e. review of noise to determine if noise is a potential hazard for worker comfort and productivity
- Storage, Housekeeping, Cleanliness & Cleaning Methods
- Floors and Stairs, including flooring type & trip hazards
- Computers, Copying & Other Equipment
- Hazardous Substances
- Personal Protective Equipment

### What's involved:

1. Conduct an office hazard and risk assessment to identify where there may be hazards / risks in the office environment and provide you with recommendations to reduce the risk in the office work environment.
2. Assisting a risk rating to each hazard of low, moderate or high risk
3. Consultation with key stakeholders such as HR, MD or Operations manager, OHS rep and office workers is required.

### The outcome:

Our consultants will provide you with a detailed report on all aspects of the office hazard and risk assessment. This will highlight areas of immediate concern and provide you with recommendations to help reduce the risk in the workplace.

### Investment:

Typical assessment starts at 2-3 hours onsite + reporting - \$900 + GST

Call 1300 519 951 or email [admin@corporateworkhealth.com](mailto:admin@corporateworkhealth.com) to chat to our sales consultant today



# Office Manual Handling Assessments

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Define tasks, observe tasks, risk assessment / control and training solutions

## Complete Manual Handling Corporate Solution

**This service involves the following 8/9 steps:**

1. Define work flow and determine manual tasks
2. Site visit & consultation with stakeholders
3. Report on hazardous manual tasks including high risk tasks, body areas effected and risk factors
4. Complete manual task risk assessments
5. Recommend control measures
6. Control measure review
7. Safe work procedures development
8. Manual handling training options
9. Pre-employment / Functional capacity Testing – Injury prevention

**What's involved:**

### Define work flow and determine manual tasks

- Consult stakeholders to determine work flow for phases of work and determine manual tasks that fall within the work flow
- Ensure all manual tasks are named systematically

### Site visit & consultation with stakeholders

- Consult key team members on hazardous manual task risk factors
- Observe/photograph/film hazardous manual task risk factors.

### Report on hazardous manual tasks including high risk tasks, body areas effected and risk factors

- Prepare a report which details name of task, body areas exposed to risk, and any hazardous manual task risk factors present

### Complete manual task risk assessments

- Complete manual handling risk assessment on up to 10 high risk tasks OR all tasks, using an appropriate risk assessment tool

### Recommend control measures

- Through consultation and external research, suggest control measures for tasks according to the risk control hierarchy.

### Control measure review

- Stakeholder meeting (OHS/WHS, team leaders) to determine if control measures are reasonably practicable

### Safe work procedures development

- Develop a general over arching manual handling safe work procedure OR develop task specific manual handling procedures for tasks defined in item 2.

### Manual handling training options

- Education and training options include:
  1. Create customised online training program that workers login and complete training as part of their induction and/or every 2 years (refresher).
  2. Create customised online video (15-30 minutes) of MH in the workplace. Discussing MH hazards/risks and risk management, review of best practice manual handling strategies for job tasks.
  3. Create customised face to face manual handling training that incorporates best practice manual handling training according NSW guidance materials. Includes theory and face to face onsite technique review.

### Pre-employment / Functional capacity Testing – Injury prevention

- Develop individual job role job task analysis documents which outline inherent physical requirements of the job i.e. such as postural tolerances and how long a person needs to spend and frequency in a posture, weighted tolerance.

**Further Details:**

If you would like to discuss this service for your organization please book an online meeting with one of our Directors, please call 1300 951 519 or email [admin@corporateworkhealth.com](mailto:admin@corporateworkhealth.com)

# **Corporate.Work.Health. Australia.**

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**Complete Injury Management for the Workplace:  
Your Ergonomic & Manual Handling Specialist**

**AUSTRALIA WIDE**