

1. Purpose

The City of Greater Dandenong (CGD) is committed to providing a safe and healthy work environment. CGD provides a corporate standard for office furniture and equipment selection, and to minimize office hazards by the application of ergonomic principles and current standards to office layout and workstation design.

2. Scope

This procedure is to be applied to all purchases of new office furniture and equipment across all CGD staffed premises.

3. Definitions

Health and Safety Representative (HSR): An employee elected by the Designated Work Group (DWG) to represent them on matters relating to OHS.

Ergonomics: The applied science of equipment design, as for the workplace, intended to maximize productivity by reducing operator fatigue and discomfort.

4. Responsibilities

For general OHS responsibilities refer to the CGD OHS Responsibility Procedure.

Team Leader Risk Management & OHS is responsible for:

- ensuring the Procedure is implemented and reviewed, as required.

Managers are responsible for:

- implementing the Procedure in their area of responsibility;
- monitoring work conditions and ensuring, as far as practicable, a safe working environment which may include 'modification of the working environment' to meet any reasonable adjustments, as may be necessary.

5. Procedure

5.1 Considerations for Purchasing New Office Furniture and Equipment.

The Risk & OHS Unit shall, in consultation with relevant HSRs, a purchasing standard for the selection the following requirements when selecting new workstations, furniture and equipment. Only approved furniture and equipment must be purchased. Assistance is available from the Team Leader, Contracts Unit or the Health and Safety Consultant.

5.2 Workstation Purchase

Specifications of office furniture and equipment have been developed in consultation with staff, independent ergonomists, the Risk / OHS Unit and Contracts Unit. Where special needs are identified, Council's Workplace Adjustment Guidelines will be used to determine whether these specifications may be varied to accommodate the specific requirements.

Purchases of new furniture for screen based equipment and clerical tasks are controlled by Contracts Units and will conform to the following parameters:

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Desks:

- **Height range (fixed) -** 700mm – 720 mm.
- **Height range (sit / stand) -** 680mm – 1200mm.
- **Sit / Stand desks must be of electric adjustment, not manual.**
- **Top thickness -** not to exceed – 30 mm.
- **Work surface -** must be a neutral colour, matt finish, have no sharp Edges and be of adequate dimensions for requirements of intended use (minimum width – 1800mm and minimum depth – 700mm).

5.3 Task Chairs

- **Base -** Chair must have – **An aluminium, 5 star base not less than 580mm diameter and with wheel castors.**
- **Seat depth -** centre of seat pan front to front of Lumbar support – 380mm – 480mm
- **Width -** in the range of – 480mm – 590mm.
- **Tilt -** If fixed – horizontal.
If adjustable – continuously adjustable maximum Forward 10°- backwards 5°
- **Cushioning -** Comply with – **AS2281 for BH5 (HR 38/190) flexible, cellular polyurethane or AS/NZS 4088 –**
Specification for burning behaviour or AS2282 determination of apparent density of flexible cellular polyurethane
- **Shape -** Front edge – waterfall front
Note:
pelvic bucket design **NOT** approved.
- **Swivel -** Must swivel – on a vertical axis central to

the flat part of the seat.

- **Backrest support -** Must have - convex curve.
Must not - Interfere with the shoulder or restrict arm movement.

Lumbar- vertical height range 80mm – 230mm (from peak point of lumbar projection above seat pan)
- **Backrest adjustment -** Adjustable - forward & back, up & down
- **Seat height adjustment -** Standard Gas Lift range from floor to top of seat sponge;
minimum: 380mm.
maximum: 510mm.
- **Armrests -** Optional – where armrests are preferred, they must be adjustable in height.
- **Upholstery -** Sustainable Living Wool, Chelsea Q in Blackbutt (Black)

5.4 Accessories

- **Footrests-** Must be height and tilt adjustable.
Equal to or better than VHS adjustable
Footrest. (35mm - 170mm)
- **Computers** For individual workstations, screens must be height adjustable, have swivel, tilt and pivot capability and anti glare treated screens.
Information Services are able to advise on the merits of various laptop models for remote worksites
- **Document Holders-** Able to support appropriate sized documents (A3, A4) or files.

Recommended A3 size placed between keyboard and computer screen.

- **Filing Cabinets**

Must be equipped with a tilt prevention mechanism. This mechanism prevents the opening of more than one drawer at one time.

- **Chair mats (Polycarbonate or similar)**

The purchase and use is NOT approved. Only approved equipment and furniture must be used. If in doubt, contact Council's Purchasing Officer or Health & Safety Consultant.

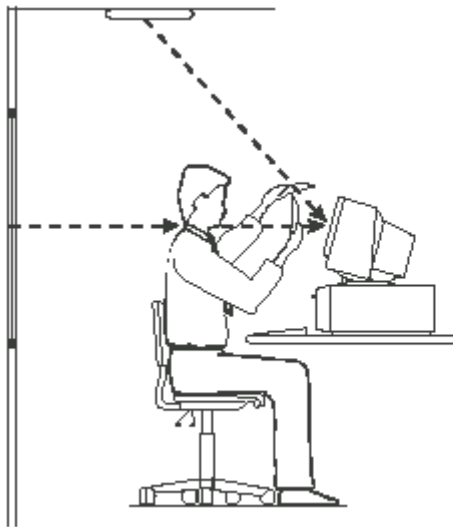
Note: Only approved equipment must be used

5.5 Glare in a Work Area

Glare occurs when one part of an area is much brighter than the background or vice versa. For example, if a computer is positioned in front of a window, the contrasting light can be so great that the eyes have to constantly adapt to the change. This may cause eye fatigue and headaches, as well as decreased ability to view the screen. There are several ways to reduce glare in the office environment:

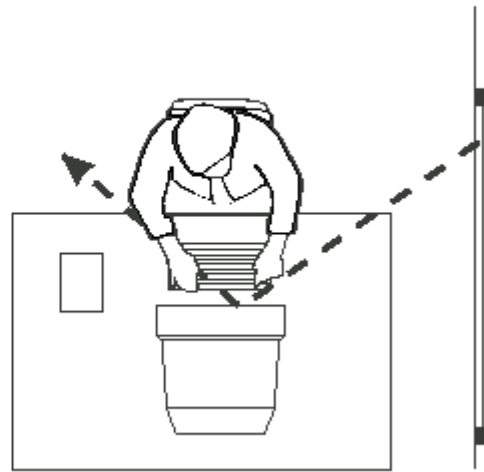
- Blinds and curtains enable people to adjust the light in their work areas. Be mindful of how lighting levels in your area may affect others in adjacent areas.
- Reduce the contrast between the foreground and background. For example, the use of a matt surface and slightly darker partition reduces the contrast between a computer screen and the surrounding area.
- Reposition the workstation to reduce the light falling on the work surface. Reduce the general lighting to suit the task being performed.
- Position workstation at right angles to window to reduce glare and reflection (see Diagram 2)

DIAGRAM 1



Assessing the reflection reflection

DIAGRAM 2



Better placement of the screen to reduce reflection

5.6 Floor Space

Provision of adequate space in an office to enable a person to operate effectively is essential. There are three types of space that need to be considered:

primary space – amenities, meeting rooms, lift lobbies and similar areas

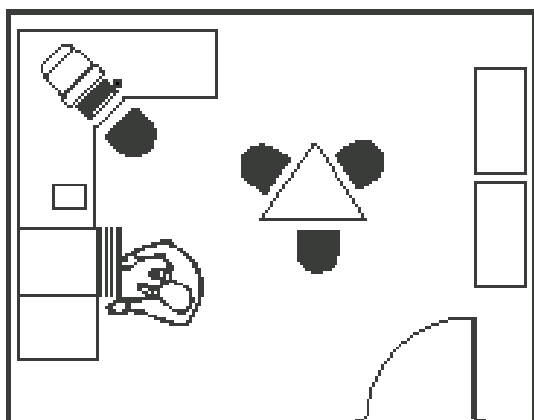
secondary space – corridors and storage

tertiary space – space required in a workstation to accommodate a desk, chair, drawers, filing cabinet and other necessary equipment.

The Building Block approach is one method used to determine the amount of space required by personnel. This is based upon a functional analysis of their needs, that is the tasks they perform in their jobs. This method recommends a minimum of 6 square metres per person for tertiary space and additional space for secondary and primary space requirements. It enables planners to provide enough space for all the requirements of technical people working in offices including clerical and administrative staff. AS1668.2 (2002) recommends an overall 10 square metres per person for offices, including primary, secondary and tertiary spaces.

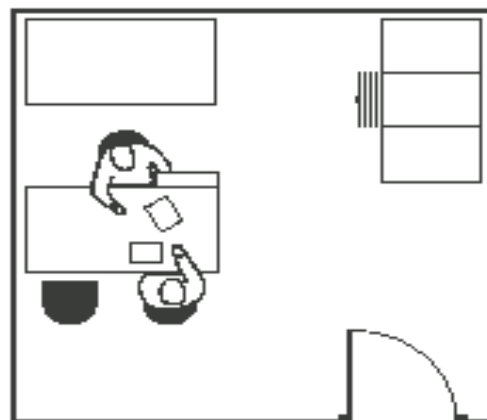
Note: It may not be possible to achieve the above recommended dimensions, however, all reasonable efforts must be attempted to comply with the standard.

DIAGRAM 3



**Workstation Type 1
(Manager) Not to scale**

DIAGRAM 4

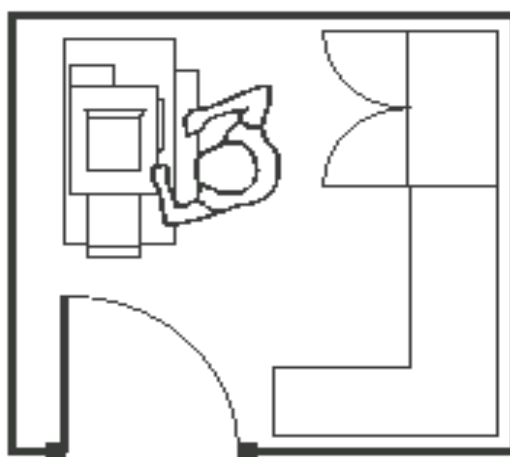


**Workstation Type 2 (Administration)
Not to scale**

5.7 Function of the Space

The size and layout of a work area should accommodate the equipment and the needs of the users. Where equipment such as photocopiers, faxes and printers are used, there is a need to accommodate the equipment and allow for additional traffic and general activity.

DIAGRAM 5



Photocopy Room Not to scale

Council's Risk & OHS Unit and the Team Leader Contracts Unit are available to provide guidance and advice on the application of these guidelines.

5.8 Cable Management

Cable management facilities should be incorporated within the workstation design to accommodate power, data transmission, and telephone cables, as well as stow any excess cables. Provision should also be made for cable maintenance.

Power switches, cable outlets that are used regularly, should be readily accessible without requiring the operator to adopt an extreme posture to activate.

This can best be achieved when workstations are grouped together so that cables can be;

- channelled along partitions or cable management baskets which are fitted to the back of the desk
- run down from the ceiling or
- up through the floor

Wherever possible, preference should be given to running cables down service columns from the ceiling, to eliminate potential trip hazards which are associated with floor mounted power data & telephone terminal boxes.

All installations should must conform to AS 4443:1997, AS/NZS 3000:2018 and AS/NZS 60590.1:2015 Information Technology Equipment Safety General Requirements

5.9 Use of Portable Step Ladders to Access Storage Areas Above Shoulder Height

The selection of step platform ladders must conform to the following criteria;

1. Appropriate for the intended purpose
2. Limited to two or three steps in height
3. Slip resistant tread of sufficient width and strength
4. Designed for ease of use
5. Sturdy construction of lightweight materials
6. Conformance to AS/NZS 1892-5-2000

Consideration must be given to ensure items of frequent retrieval are stored between shoulder and waist height so to minimise the need to use step ladders for these items.

Note: Heavy items should not be stored above shoulder or head height

6. References

- *Occupational Health and Safety Act 2004*
- *Occupational Health & Safety Regulations 2017*
- *Officewise 2006*
- *AS/NZS 1892.5:2000 Portable Ladder Selection, Safe Use and Care*
- *AS/NZS 4443:1997 Office Panel Systems – Workstations*
- *AS/NZS 3000:2018 Electrical Installations “Wiring Rules”*
- *AS/NZS 60590.1:2015 Information Technology Equipment Safety General Requirements*

7. Related Documents

OHS Policy

OHS Consultation, Communication and Issue Resolution Procedure

OHS Responsibility Procedure

OHS Risk and Change Management Procedure

OHS Purchasing Procedure

CGD Workplace Adjustment Guidelines

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8. Document History

Version Number	Issue Date	Approved	Description of Change
0.1			1st Draft from Risk & OHS Unit. Previous version of Procedure was under old document control process: COS0016 Version "G" Effective: April 2003, Last Review: December 2015
0.2		14.05.2020	Accepted by OHS Policy Sub-Committee
0.3		05.10.2020	14 Day Employee Consultation
1.0	Oct 2020	Oct 2020	Approved by OHS Oversight Team