

7 Tips For Your Personal Safety at Work



Movement and variety

Take regular breaks. Staying fresh and alert will help you avoid injury or burnout. Schedule the most difficult tasks of each day for times when your concentration is best, such as first thing in the morning. Vary tasks so you are not typing for extended periods of time. Take your lunch break away from your desk, preferably going for a walk outside for 15-20 minutes.



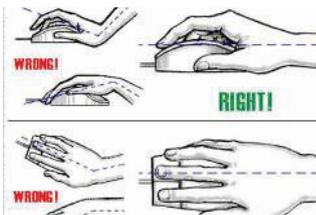
Look after your body

Often overlooked in a busy day is taking in proper nourishment and hydration. Eat regular nutritious meals and keep hydrated by drinking plenty of water. Do you need ideas for a healthy lunch? Have a look at the “lunchboxchallenge.com.au” site for some great ideas, for example the savoury toasties pictured.



Safety of others

Keep an eye on your co-workers, especially if they are new to the workplace and don't know all the WHS issues.



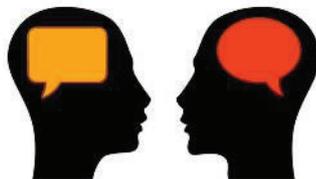
Manual handling and ergonomics

Avoid stooping or twisting. Use ergonomically designed furniture and equipment or rearrange your work area so that everything you need is within easy reach. Be aware of your posture at your workstation and correct where needed. Protect your back. If you do need to pick up and carry heavy loads, keep the load close to your body and lift with your thigh muscles.



PPE

Wear protective equipment to suit the task. If worn correctly, gear such as earplugs, earmuffs, hard hat, safety goggles, gloves or full-face mask can dramatically reduce your risk of injury. Always follow the safety rules and procedures. Always wear any personal protective equipment provided by your employer.



Communicate concerns

Talk over any concerns. Your employer or human resources manager need to be informed about hazards and risks. Your employer is legally obliged to ensure a safe working environment. Speak up and let supervisors know if you think a task is too dangerous or difficult for you.



Reduce workplace stress

Common causes include long hours, heavy workload, job insecurity and conflicts with co-workers or managers. Stress can lead to depression, sleeping difficulties and problems with concentration. Be aware of each other's workload. Clarify priorities and deadlines. Recognise and acknowledge each other's efforts. Develop your communication, negotiation and conflict management skills.