SAFE OVER SUMMER

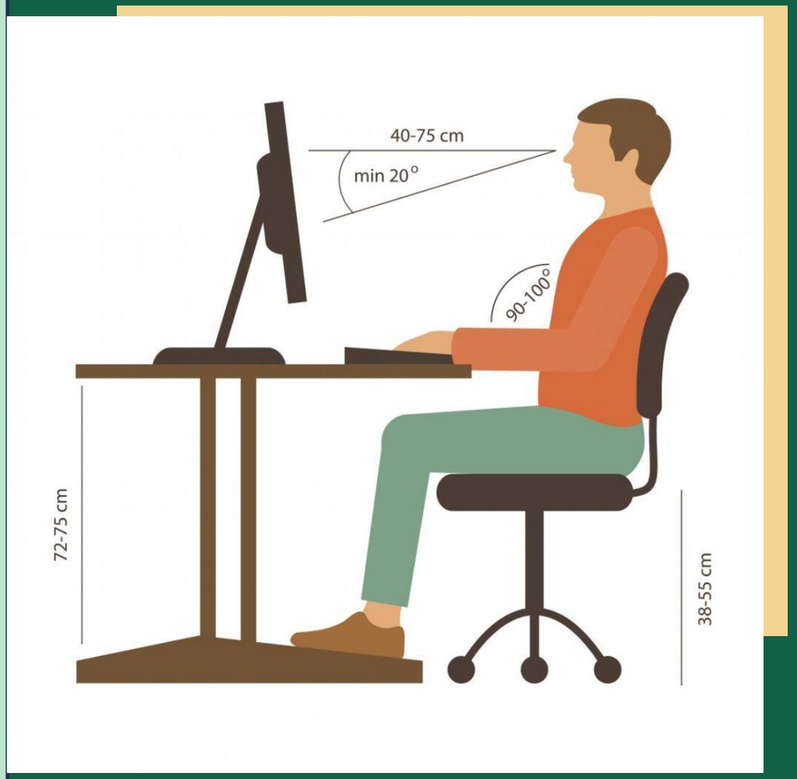
Manual Handling

Admin & Support Staff

Manual handling in admin roles is often overlooked — but prolonged sitting, poor workstation setup, repetitive keyboard use, and occasional lifting create real ergonomic risk. Cumulative strain builds slowly and becomes persistent if not managed.

Primary Risks & Hazards to Spot

- Prolonged seated posture and static load on lower back
- Monitors set too low leading to forward head posture
- Reaching for keyboard/mouse due to layout
- Occasional lifting of office supplies or equipment
- Limited movement creating circulation fatigue



Discuss / Share:

Where does your workstation cause discomfort?

What adjustment or habit gives you the biggest relief?

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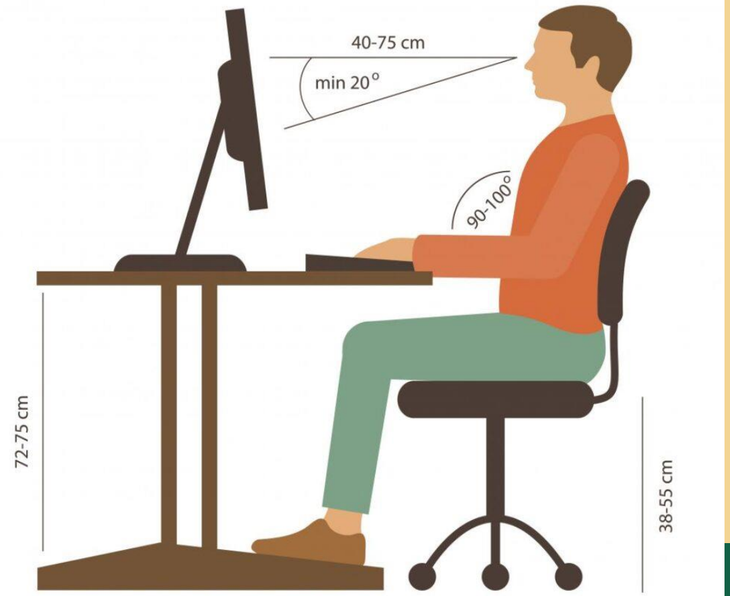
Critical Controls

- Adjust monitor to eye height; bring keyboard/mouse close
- Alternate sitting and standing through the shift
- Use lumbar support or ergonomic chair options
- Take microbreaks every 30–45 minutes; rotate neck/shoulders/hips
- Lift close to the body; avoid twisting when retrieving office items



Discuss / Share:
What workstation changes would improve comfort immediately?
What stretches do you do during the day?