Manual Handling (Admin & Support Staff)

Admin work can strain muscles and joints. Prolonged sitting, poor workstation setup, repetitive computer use and occasional lifting can cause injuries that build over time.

Early action, regular movement and correct workstation setup help prevent long-term injury.

Primary Risks & Hazards to Spot



- **Long sitting strains, the back, neck and shoulders**
- **Little movement causes stiffness and fatigue**
- **Poor chair or lumbar support causes discomfort**



- **Low monitors strain the neck**
- **Poor keyboard or mouse position strains wrists and shoulders**
- **Repeated computer tasks strain muscles and joints**



- **Moving supplies, archives or equipment with poor lifting technique**
- **Layouts that require twisting, reaching or prolonged awkward postures**

Social Infrastructure & Citizen Services

Where might this happen in our work environment?

SAFE OVER SUMMER



Computer work: low monitors, distant keyboards or mice and repetitive tasks can strain the neck, wrists and shoulders.



Desk-based tasks: prolonged sitting, limited movement and poor chair support can cause stiffness, fatigue and discomfort.



Office supplies and archives: lifting or moving boxes, printers and equipment can involve reaching or twisting.

Where else?

Where does your workstation cause discomfort?

What can we check to protect?

1. **Is your workstation set up?**
   Set the monitor at eye height, keyboard and mouse close. Use lumbar support or an ergonomic chair.
2. **Are you moving regularly?**
   Alternate sitting and standing through the shift. Take microbreaks every 30–45 minutes and rotate your neck, shoulders and hips.
3. **Can you lift without twisting?**
   Lift close to your body. Avoid twisting when retrieving office items.

What adjustment or movement habit will you use today to reduce discomfort?

Social Infrastructure & Citizen Services

Your safety comes first

The SI&CS Health, Safety and Wellbeing Team is here to help.

You don’t have to work through a safety concern alone.

Ask for support when:

You’re unsure

We can help you understand a hazard and discuss a safer way to work.

Something happens

We can help with hazard, incident and near-miss reporting and next steps.

You need support

We can work with you and your supervisor or manager to address health, safety and wellbeing concerns.

Do you know who is your HSW Business Partner?

Stop if the work is unsafe

Pause the task and move to a safe place. Speak up if something feels unsafe or you are unsure.

Notify your supervisor or manager

Report hazards, incidents and near misses promptly, even if no one is hurt. Explain what happened, where it is and who may be at risk.

Do not continue unsafe work

Keep the task stopped until the risk is addressed and your supervisor or manager confirms a safe way forward. Ask for help if you are unsure.