

COMPUTER WORKPLACE DESIGN GUIDELINES

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1. PURPOSE

The purpose of these guidelines is to provide direction in the ergonomic design of computer based areas in accordance with the requirements of the Occupational Health and Safety Act (2004), the Occupational Health and Safety Regulations (2007) and OHSAS 18001:2007 Occupational Health and Safety Management System- requirements

2. SCOPE

These procedures apply to staff, students, visitors and contractors at the Australian campuses of Monash University and to Monash controlled entities.

3. ABBREVIATIONS

CRT	Cathode Ray Tube
LCD	Liquid crystal display
OHS	Occupational health and safety
PC	Personal computer
PDA	Personal digital assistant

4. DEFINITIONS

4.1 COMPUTER BOX

The computer box is the unit containing the computer motherboard and disk drives.

4.2 HEAD TO HEAD DISTANCE

Head to head distance is the distance between the heads of adjacent workstation users.

4.3 PERSONAL DIGITAL ASSISTANT

A personal digital assistant is a lightweight, handheld computer, typically employing a touch-sensitive screen rather than a keyboard, generally used for storing information such as addresses or schedules. Many PDAs include handwriting recognition software, some support voice recognition, and some have an internal cell phone and modem to link with other computers or networks.

5. USE OF THESE GUIDELINES

- These guidelines are to be used when new building or refurbishment is being undertaken.
- As each project will bring together a different range of design challenges, it is not possible to be prescriptive on exact measurements in all instances. The materials in this publication are to be used as guidance only.
- Project Managers will also need to ensure that plans comply with other relevant guidance, e.g. the Building Code of Australia, OHS legislation and Australian standards.
- Guidance on the ergonomic set-up of individual workstations is provided in the [Computer user guidelines](#), which are available in the document section of the Occupational Health and Safety website.

6. WORK AREA ANALYSIS

<p>6.1 SPACE</p>	<p>When planning new offices there are two methods of calculating space per workstation in open plan areas:</p> <p>6.1.1 Method 1</p> <ul style="list-style-type: none"> • Determine total area of floor space and divide by the number of workstations. • For open plan areas involving corridors, shared storage, amenities, etc the general recommendation is 10-14 m² per person. <p>6.1.2 Method 2</p> <ul style="list-style-type: none"> • Determine floor space per workstation then add in additional space for storage amenities, corridors, etc. • This generally requires 6-8 m² per person plus the additional space. <p>Note: enclosed office space is determined by the functional needs such as technology, visitors, meeting chairs, etc. A general allocation of 10m² per office is notionally expected.</p>
<p>6.2 CIRCULATION SPACES</p>	<p>6.2.1 Corridor widths are dictated by:</p> <ul style="list-style-type: none"> • the Building Code of Australia, based on emergency escape requirements. Wider unobstructed corridors are required closest to emergency exits; • AS1428.1:2009 which stipulates minimum widths based on disabled access needs. • the Disability Discrimination Act: Guideline On The Application Of The Premises Standard 2011 <p>Minimum recommended for access ways is an unobstructed width of 1000 mm.</p> <p>6.2.2 Current ergonomic practice recommends:</p> <ul style="list-style-type: none"> • Entrance to workstations or offices: 900 mm-1000 mm; • Corridors with frequent use in open plan area: 1200 mm; • Corridors with storage units along one side: 1500 mm.
<p>6.3 STORAGE SPACES</p>	<p>6.3.1 Ergonomic principles specify storage allocations as:</p> <ul style="list-style-type: none"> • <u>Primary</u> <ul style="list-style-type: none"> – Items of personal nature or frequently accessed at workstation; • <u>Secondary</u> <ul style="list-style-type: none"> – Items shared by team or requiring occasional access; – Can be stored in corridor or nearby storage area. • <u>Tertiary</u> <ul style="list-style-type: none"> – Infrequently accessed items; – Stored in compactus, storeroom, archives, or amenities areas. <p>6.3.2 Shelving</p>

	<ul style="list-style-type: none"> • Only light items (easily lifted with one hand) should be stored above shoulder height; • Heavier items should be stored between shoulder height and mid thigh height; • Bookcases should generally be no higher than 2100 mm. However, if they are up to 2400 mm in height, they must be fixed to the wall securely; • Appropriate steps/ladders must be provided for use by staff to access high shelves.
6.4 HEAD TO HEAD DISTANCES	<p>6.4.1 This is the distance between the heads of adjacent workstation users. The distance relates to the perception of 'personal space', as well as the functional interference due to noise and the space needed to move around a work area.</p> <p>6.4.2 Ideally, 1500 mm or more should be provided from head to head of adjacent workstation occupants.</p>

7. DESK DESIGN

7.1 SHAPE OF DESKS	<p>7.1.1 L – shaped</p> <ul style="list-style-type: none"> • 40% increase in useable surface area compared to a rectangular desk of same length; • Deep sections at apex for large PC monitors; • Enables multiple PC locations with laptop or flat screen monitors; • Suits left and right hand users; • Can be linked into clusters to facilitate team work and cable management. <p>7.1.2 Rectangular desks</p> <ul style="list-style-type: none"> • Require PC across centre of desk to provide symmetrical posture; • Must be at least 900 mm deep if 15" or 17" CRT monitors or 19" or larger flat screen monitors are used; • Can be provided with a desk return to increase surface area. • A desk lozenge must bridge across the apex corner if two rectangular desks are used as a corner L shaped unit <p>7.1.3 Irregular Shapes</p> <ul style="list-style-type: none"> • A range of desk shapes are being introduced, eg elliptical, kidney bean, semi-circular, wedge; • Whilst new desks shapes may be acceptable, they must meet the basic ergonomic requirements for the application.
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7.2 DESK LENGTH	<p>7.2.1 There is no specified length from an OHS perspective.</p> <p>7.2.2 For mixed function tasks, i.e. clerical and PC, an L-shaped desk 1800 mm or 2100 mm long is preferred.</p> <p>7.2.3 Call centres, or desks totally PC-focussed, tend to be shorter.</p>
7.3 DESK DEPTH	<p>7.3.1 If a desk is only used with laptops or LCD monitors, a desk depth of 700 mm-800 mm is adequate.</p> <p>7.3.2 If CRT or flat screen monitors are 19" or larger then a desk depth of 900mm is required to compensate for the monitor base and the required viewing distance from the user.</p> <p>7.3.3 If a 15" or 17" CRT monitor is used, a desk depth of 900 mm is required. This is normally achieved at the apex of an L-shaped desk with side surfaces 750 mm-800 mm deep.</p>
7.4 DESK HEIGHT FOR SEATED TASKS	<p>7.4.1 Desks can be fixed or adjustable in height.</p> <p>7.4.2 Fixed height desks:</p> <ul style="list-style-type: none"> • These should be set around 710 - 720 mm; • A footrest will be required by short operators, together with a gas-adjustable chair; • It will be necessary to raise these desks for the tallest users. <p>7.4.3 Adjustable height desks:</p> <ul style="list-style-type: none"> • If adjustable, the entire desk surface should adjust rather than one segment, eg keyboard shelf; • If the keyboard shelf does adjust separately: <ul style="list-style-type: none"> – the keyboard and mouse should be located at the same height, either both on the shelf, or both at desk height, with the shelf elevated to desk height; – the adjusting mechanism must not obstruct knee space. • Primary adjustable range for a desk is 610-760 mm for seated users with gas-adjustable chairs. Additional range is desirable if the mechanism allows.
7.5 DESK/BENCH HEIGHTS FOR STAND/SIT TASKS	<p>7.5.1 Fixed height desk/bench</p> <ul style="list-style-type: none"> • A bench height fixed between 900-1000 mm is generally acceptable for both sitting and standing tasks, although the lower height is recommended for prolonged PC use; • The higher height is used for counters where security risks indicate a need for a higher barrier between staff and customers. <p>7.5.2 Adjustable height desk/bench</p> <ul style="list-style-type: none"> • Adjustable mechanisms for work at standing height should range from 850-1050 mm.

	<p>7.5.3 Foot supports – Seated tasks</p> <ul style="list-style-type: none"> • If drafting height chairs enable sitting at a bench, an angle foot support surface should be provided for the full width of the leg space; • The front edge of this support should be 720 mm below the bench height and recessed back from the front of the bench at least 300 mm; • The support should be angled at 15°.
<p>7.6 LEG SPACE</p>	<p>7.6.1 Clear leg space should be provided under all desks where operators sit. This also applies to laboratory benches.</p> <p>7.6.2 The minimum clear leg space width should be 800 mm.</p> <p>7.6.3 The minimum depth at the thighs should be 450 mm and at the feet should be 600 mm.</p>
<p>7.7 STRENGTH OF DESK</p>	<p>7.7.1 AS/NZS 4443:1997 requires that the design of the desk should be sufficiently strong to withstand up to 90kg of load.</p> <p>7.7.2 Where practical, the manufacturer should provide certification relating to the design of desks through an independent agency, e.g. Australian Furniture, Research and Design Institute (AFRDI).</p>
<p>7.8 EDGES, CORNERS AND DESK THICKNESS</p>	<p>7.8.1 Edges or corners should be rounded to avoid contact injuries.</p> <p>7.8.2 The recommended thickness for the desk surface is 25-33 mm.</p>
<p>7.9 FURNITURE REQUIREMENTS</p>	<p>7.9.1 Desks will be used over the years with a range of technologies and operators. Hence, their design should be adaptable to meet a wide range of applications.</p> <p>7.9.2 The provision of a single surface desk is now preferred to desks with multiple cut out segments which restrict their use to specific layouts and technology items.</p>

8. RECEPTION DESKS

8.1 SIT/STAND DESKS	8.1.1 Desk depth/reach distances: <ul style="list-style-type: none"> • If required to sit at the desk and reach to the hob, a reach distance of less than 700 mm is recommended; • Hence, the reception desk work surface depth should be less than 700 mm and, preferably 500-600 mm to the hob, where the reaching occurs. This can be most easily achieved by placing the computer into the apex of the counter and reducing the reach distance to the customer hob. • If a security risk is identified with the customers then increase the depth of the hob. This requires the customer to be further away from the staff without increasing the reach distance for the staff.
8.2 COMPUTER LOCATION	<p>8.2.1 If flat screen monitor is used, it can be positioned to suit the work flow.</p> <p>8.2.2 If a 15" or 17" CRT or LCD monitor is used, it should be offset at 45° to the serving position and recessed into the hob, to maximise visual sightlines to the user.</p> <p>8.2.3 A return desk surface would be required if the 15" or 17" monitor is used to provide for symmetrical posture at the computer, and facing customers.</p> <p>8.2.4 Recessing monitors into the desk surface and covering with glass is not recommended due to reflections on the glass from lighting and excessive downward neck angles for the operator.</p>
8.3 DESK/HOB HEIGHT	<p>8.3.1 AS/NZS4443:1997 requires that the fixed working height of the reception desk should be approximately 950 mm.</p> <p>8.3.2 The hob should be 1020-1200 mm high to avoid over shoulder reaching for the seated operator.</p> <p>8.3.3 Height of work surface may be:</p> <ul style="list-style-type: none"> • 720 mm if used to sit at a clerical desk arrangement; • 900 mm-950 mm if used for stand/sit serving.
8.4 DESK DEPTH	<p>8.4.1 Apart from a depth of 500-600 mm where reaching occurs, the remaining desk surface can be 750-800 mm deep.</p> <p>8.4.2 A depth of 900 mm at the apex is required if a 15" or 17" CRT monitor is used or for a flatscreen LCD 19" or larger.</p>
8.5 COMPUTER MONITOR	<p>8.5.1 If a computer is used at the desk, an LCD flat screen is preferred due to its low profile depth.</p> <p>8.5.2 If the customer needs to view the monitor, determine how the monitor will swivel to enable this.</p>

8.6 FOOT REST	<p>8.6.1 If a stand/sit surface is used, provide a foot rest across the entire width of the serving area.</p> <p>8.6.2 Mount the footrest 720 mm below the work surface, angled at 15° and recessed back at least 300 mm from the edge of the desk.</p>
8.7 COMPUTER BOX	<p>8.7.1 Provide for the computer box to be located off the counter surface; preferably mounted away from the leg space under the counter surface.</p> <p>8.7.2 The computer box needs to be accessible by computer technicians.</p> <p>9.7.3 If the operator needs to regularly turn the computer off / on then the start button needs to be accessible without excessive bending or reaching.</p>
8.8 LEG SPACE	<p>8.8.1 Maintain a clear leg space at least 800 mm wide, 450 mm deep at thighs and 600 mm deep at feet of seated user.</p>
8.9 DOCUMENT STORAGE	<p>8.9.1 Frequently accessed forms, etc should be within the secondary reach zone (up to 700mm) from the seated position.</p> <p>8.9.2 Forms may also be positioned under the desk surface, but away from the leg space. The reach should be between the chair seated height and the desk.</p> <p>8.9.3 Although users can spin on their swivel seat to retrieve documents, they should not need to twist or over-reach.</p>
8.10 SECURITY	<p>8.10.1 If the desk is in a public interface area, consider if:</p> <ul style="list-style-type: none"> • a duress alarm is required; • physical barriers to prevent persons reaching across or jumping the counter are required.
8.11 CABLE MANAGEMENT	<p>8.11.1 Secure loose cables away from the leg space of the seated user. Use cable trays or electrical conduit for cable management.</p> <p>8.11.2 Allow sufficient access to technology under the counter to minimise manual handling risks for technicians.</p>

9. COMPUTER LABORATORY

9.1 WORKSTATION HEIGHT	<p>9.1.1 The desk for PC use should be set as a single surface around 720 mm high.</p>
9.2 DEPTH OF DESK	<p>9.2.1 The depth of the desk should be at least:</p> <ul style="list-style-type: none"> • 700-800 mm for a flat LCD monitor; • 800 mm for a CRT monitor; • 900 mm if a large profile monitor is used.
9.3 DESK ARRANGEMENT	<p>9.3.1 The orientation of the technology should enable the user a clear sightline to the lecturer and teaching displays.</p>

9.4 MONITOR HEIGHT	9.4.1 The centre of the monitor should be around 400 mm above the desk height. This may require raising the monitor on a fixed height stand or the computer box depending on their size.
9.5 LEG SPACE	9.5.1 Clear leg space 600 mm deep at floor level and 450 mm deep at the under desk surface should be provided. The leg space should also be at least 800 mm wide.
9.6 CABLE MANAGEMENT	9.6.1 All cables to the hardware should be supported clear of floor level. 9.6.2 The cables should be accessible to computer technicians, possibly from the walkways.
9.7 DESK WIDTH	9.7.1 The actual desk surface width is dependent on the layout and shape of the laboratory desk. 9.7.2 A minimum width of 900 mm is required for the keyboard, mouse and personal space. 9.7.3 Additional width should be provided if reference materials are required.
9.8 CHAIRS	9.8.1 Fully adjustable chairs should be provided to allow for individual postural needs. Minimum requirement are: <ul style="list-style-type: none"> • 4 mechanisms for adjustment <ul style="list-style-type: none"> – Seat Height (gas lift) – Seat Pad adjustment (forward & back) – Back Tilt (including resistance) – Adjustable Lumbar Support

10. TECHNOLOGY AND WORKSTATION DESIGN

10.1 OVERVIEW

- As desktop computer technology develops, the workstation requirements necessitate a high degree of adaptability.
- The range of current technologies include:
 - Large CRT monitors
 - LCD flat screen monitors
 - Laptops
 - Personal digital assistants
 - Large computer box
 - Compact computer box
 - Mouse selection
 - Keyboard selection
 - Voice activated technology
 - Scanners
- It is appropriate that workstations be designed to suit all these technology options, as well as remain adaptable for future advancements.
- It is no longer recommended to provide workstations with cut-out, separately adjustable sections (Drop down keyboards) but rather One single work area surface. This provides an acceptable ergonomics arrangement with low profile technology design. It also provides flexibility for the operator to arrange their technology on the desk to suit their layout requirements.

- The ergonomic requirements of these specific technologies are summarised below.

10.2 LARGE CRT MONITORS	<p>10.2.1 Locate at the apex of an L-shaped desk. A 21" CRT monitor requires a depth at the apex of the desk of 900-1000 mm.</p> <p>10.2.2 The visual distance to the monitor is determined by the character size and display clarity of the software, not the size of the monitor.</p> <p>10.2.3 The monitor should be elevated, with the top of the display at the eye height of the seated user.</p> <p>10.2.4 .Monitors must be at least arms length distance from the user</p>
10.3 LCD FLAT SCREEN MONITORS	<p>10.3.1 This technology provides greater flexibility in arranging a workstation layout. The smaller foot print size enables their use on narrower desks than CRT monitors.</p> <p>10.3.2 LCD screens can be used in high illumination areas where screen reflections may have occurred on CRT monitors.</p> <p>10.3.3 When purchasing LCD screens, an adjustable height stand or monitor arm should be considered.</p>
10.4 LAPTOP/NOTE BOOKS	<p>10.4.1 While laptops are useful when moving between workplaces, their prolonged use has ergonomic implications.</p> <p>10.4.2 Laptops should not be used continuously for more than 30 minutes at a time and for less than 2 hours in one day. In preference, a docking station with a PC configuration should be used.</p> <p>10.4.3 Other options for layout include: <ul style="list-style-type: none"> • Use the laptop keyboard, separate mouse and elevate a monitor above and behind the laptop; • Raise the laptop on a stand and use a separate keyboard and mouse. </p>
10.5 PERSONAL DIGITAL ASSISTANTS (PDAS)	<p>10.5.1 PDAs have dexterity requirements resulting in the user needing to stabilise the arm supporting the PDA to avoid accumulated fatigue.</p>
10.6 LARGE COMPUTER BOX	<p>10.6.1 Utilise a computer box holder under the desk at one end of the leg space to support the computer box in a tower unit configuration.</p> <p>10.6.2 If the computer box is used under a monitor on the desktop, ensure the top of the monitor is not elevated above seated eye height.</p>
10.7 COMPACT COMPUTER BOX	<p>10.7.1 Locate under a monitor if the top of the screen is at seated eye height.</p> <p>10.7.2 Locate at the rear of the desk surface in a horizontal or tower unit orientation.</p> <p>10.7.3 Check with the computer technician to ensure the computer box can be used in the vertical configuration.</p>

10.8 MOUSE SELECTION	<p>10.8.1 A wide range of mouse designs are now available.</p> <p>10.8.2 There is not one specific design that is ergonomically superior; each has its features.</p> <p>10.8.3 Some considerations include:</p> <ul style="list-style-type: none"> • hand size compatibility; • functional needs for programmable buttons, scroll wheel, roller ball, etc need to be considered; • ability to alternate mouse on left hand side or right hand side of keyboard. <p>Note: The mouse integrated into the keyboard is not recommended for prolonged use due to restricted working posture.</p>
10.9 KEYBOARD SELECTION	<p>10.9.1 The conventional QWERTY keyboards are acceptable for the majority of users and applications.</p> <p>10.9.2 Other keyboard options, eg smaller keyboard without the numeric keys, may be considered in some instances.</p> <p>10.9.3 When selecting a keyboard consider:</p> <ul style="list-style-type: none"> • the force required to activate keys; • the 'tactile feedback' of keys; • the size of frequently used keys, eg backspace, space bar, delete, shift; • matt finish and colour contrast.
10.10 VOICE ACTIVATED TECHNOLOGY	<p>10.10.1 This technology has advantages for users with a preference not to use tactile inputs, ie keyboard and mouse.</p> <p>10.10.2 Voice activated technology is suitable for use in enclosed spaces rather than open plan areas where acoustic interference may occur.</p> <p>10.10.3 Extensive rehearsing and programming of software is required.</p>
10.11 SCANNERS	<p>10.11.1 Scanners should be located on a work surface to avoid excessive overhead reaching to lift the cover.</p> <p>10.11.2 The lid should be down when scanning.</p>
10.12 DUAL MONITORS	<p>10.12.1 If more than one monitor is required, the primary, frequently accessed monitor should be located in the desk apex to best meet the ergonomic requirements.</p> <p>10.12.2 Both monitors should be placed side by side at the same height.</p>

11. WORKSTATION ACCESSORIES

- The University has a list of [preferred suppliers](#) for the following workstation accessories.

- The following points should be considered before purchasing.

11.1 CHAIRS	<p>11.1.1 The University recommends a range of fully adjustable ergonomic chairs. Contact a preferred supplier and request a trial chair.</p> <p>11.1.2 Chairs will wear and require maintenance and repairs. These costs should be included in the budget.</p> <p>11.1.3 'Exercise balls' (Swiss/Fit balls) are generally not recommended due to safety risks. Further details are provided at the WorkSafe Victoria website.</p> <p>11.1.4 Glides should be used on chairs on hard smooth floor surfaces rather than castors, due to the risk of the chair slipping out from under the user.</p>
11.2 FOOT RESTS	<p>11.2.1 Foot rests are recommended for shorter staff working with a gas-adjustable chair at a fixed height workstation.</p> <p>11.2.2 Foot rests are also useful for staff who sit for prolonged periods to provide them with an alternative range of seated postures.</p>
11.3 DOCUMENT HOLDERS	<p>11.3.1 Document holders are used to elevate and angle documents to reduce neck angle.</p> <p>11.3.2 The holder should be located between the keyboard and the monitor, in direct line with the user.</p> <p>11.3.3 A location beside the monitor, level with the screen, is also acceptable.</p>
11.4 TELEPHONE HEADSET	<p>11.4.1 Telephone headsets are recommended for staff who participate in prolonged or frequent telephone calls.</p> <p>11.4.2 Headsets also enable both hands to be free to use the computer keyboard when answering a telephone enquiry.</p>
11.5 WRIST RESTS	<p>11.5.1 Wrist rests are not normally required for slimline standard keyboards.</p> <p>11.5.2 Some users find the wrist rest for the keyboard or mouse assist in minimising wrist/forearm fatigue by enforcing a straight wrist technique.</p>
11.6 MONITOR STANDS	<p>11.6.1 Monitors need to be elevated, with the top of the screen at seated eye height. A range of fixed height monitor stands are available to suit individual needs.</p>

12. WORK ENVIRONMENT

12.1 LIGHTING QUALITY	<p>12.1.1 The overall level of illumination required for computer work is generally less than for clerical duties.</p> <p>12.1.2 The rear illuminated CRT monitor is designed for use in 320-450 Lux work areas.</p> <p>12.1.3 Glare and reflections may develop in higher illuminance areas. LCD monitors and laptops perform better in these locations.</p>
12.2 NATURAL LIGHT	<p>12.2.1 It is desirable from a psychological perspective to retain an external view and to maintain natural light.</p> <p>12.2.2 At times of direct sun glare, blinds may be used to control sunlight.</p>
12.3 TASK LIGHTING	<p>12.3.1 A desk lamp or similar may be used to supplement light levels in certain circumstances.</p> <p>12.3.2 Orientation of globes should avoid a source of direct or reflected glare to the user.</p> <p>Note: All electrical appliances used on campus must be tested and tagged in accordance with the Monash OHS information sheet No:33 : Inspection, testing, tagging & repair of electrical equipment.</p>
12.4 NOISE IN OPEN PLAN AREAS	<p>12.4.1 Conversational noise may result in distraction in open plan office areas.</p> <p>12.4.2 Each work area should develop protocols relating to use of meeting rooms, breakout areas and control of excessive background noise in the open plan area.</p> <p>12.4.3 Noisy equipment items, eg photocopiers should be located in utility rooms or similar, away from the workstation areas.</p>
12.5 PARTITION HEIGHT IN OPEN PLAN AREAS	<p>12.5.1 Partitions between workstations do little to control noise but do provide some visual privacy.</p> <p>12.5.2 Heights between 1100-1350 mm are recommended between members of work teams.</p> <p>12.5.3 High partitions, eg 1500 mm can be used where partition shelving is required. Higher partitions are generally not recommended for open plan work areas.</p> <p>12.5.4 Partitions should be perpendicular to windows where possible to enable occupants in open plan areas to retain a view of windows over the 1100-1350 mm high partitions.</p>
12.6 THERMAL COMFORT	<p>12.6.1 There are considerable individual differences between people regarding thermal comfort and it is unlikely that a single temperature or level of humidity will suit everyone.</p> <p>12.6.2 Avoid locating workstations directly in front of or below air conditioning outlets.</p> <p>12.6.3 Further information is available in the OHS Information Sheet 11: Indoor thermal comfort, which is available at the OHSE website.</p>

13. WORKING FROM HOME

- 13.1** Under certain circumstances, a general staff member may be permitted to work from home for agreed periods of time. This is a voluntary and cooperative arrangement between the staff member and the University with the approval process managed on a case- by- case basis by the manager.
- 13.2** Further information is available in the [Workforce Management Procedure - Work Life \(Home-based Work\)](#).
- 13.3** When staff work from home as part of their work agreement, the ergonomic principles described in this document must be applied. The Home-Based Work Agreement contains a [checklist](#) that has been developed by the Occupational Health and Safety branch to assist in this process.
- 13.4** Prior to working from a home-based office, the staff member should use the checklist to assess their home office in order to minimise the risk of illness or injury whilst performing university work. This checklist should be used in conjunction with the [Computer User Guidelines](#), and training in ergonomics and manual handling. Schedule 2 of the agreement must be approved by the Director Occupational Health and Safety and the staff member's manager.

14. RECORDS

Records to be kept by	Records	To be kept for:
Academic/administrative unit/ controlled entity	Minutes of meetings re new buildings and refurbishments	Indefinitely
	Risk assessments	3 years or until reviewed
Facilities and Services	Minutes of meetings re new buildings and refurbishments	Indefinitely
	Copy of plans and correspondence containing recommendations	Indefinitely
Occupational Health and Safety branch	Minutes of meetings re new buildings and refurbishments	Indefinitely
	Copy of plans and correspondence containing recommendations	Indefinitely

15. ACKNOWLEDGEMENTS

Guidelines prepared for Monash University by David Caple, Director, David Caple & Associates Pty Ltd

16. REFERENCES

16.1 LEGISLATION

Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Regulations 2007 (Vic)
DDA (Disability Discrimination Act) Guideline On The Application Of Premises Standards 2011

16.2 AUSTRALIAN AND INTERNATIONAL STANDARDS

AS/NZS 4443: 1997 Office Panel Systems – workstations
AS1428.1: 2009 Design for access and mobility – Part 1: General requirements for access – New building work

AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use.
OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements.

16.3 MONASH UNIVERSITY OHS DOCUMENTS

Monash University documents are available from the [Occupational Health and Safety website](#)

Computer user guidelines
OHS Information Sheet 11: Indoor thermal comfort
OHS information Sheet 33: Inspection, testing, tagging & repair of electrical equipment
Procedures for OHS Consultation

16.4 WORKSAFE VICTORIA DOCUMENTS

Officewise - A Guide to Health and Safety in the Office (October, 2006)