

WORKPLACE SAFETY

INDUCTION PACK FOR OFFICE BASED WORK

WORKPLACE SAFETY POLICY

Our commitment

Hudson has a legal duty under applicable work health and safety (“WHS”) legislation to ensure the health, safety and welfare of all workers at its workplaces. Hudson is committed to complying with this duty, as far as is reasonably practicable, by the ongoing implementation and continual improvement of its WHS management system. This commitment also extends to injury management aimed at the early, safe and sustained return to work of injured employees. To demonstrate this commitment Hudson has implemented a WHS management system that:

- documents our WHS policies and procedures;
- includes processes for the identification, assessment and control of WHS risks;
- promotes early return to work and suitable duties for injured employees;
- provides mechanisms for consultation, cooperation and coordination with its employees and clients;
- provides mechanisms for the review and monitoring of WHS performance;
- defines WHS responsibilities for managers, employees, and clients; and
- provides employees and clients with the opportunity to contribute to WHS.

What we expect from you

Whilst working in contract or temporary assignments with our clients, we expect that you will:

- Take responsibility for your own safety;
- Comply with all reasonable directions from Hudson or the client in relation to workplace safety;
- Participate in workplace safety training and induction arranged by Hudson or the client;
- Comply with Hudson and client workplace safety policies and procedures; and
- Immediately report any safety hazards, incidents or injuries to both Hudson and the client.



Mark Steyn
CEO, Asia Pacific

WORKPLACE SAFETY PROCEDURES

Injury & incident reporting



All injuries and incidents, regardless of how minor, must be immediately reported to both Hudson and the client within 24 hours of the injury or incident occurring. This includes near miss incidents that could result in injury to people, damage or loss to property. To report an injury or incident, contact your Hudson consultant.

Client induction



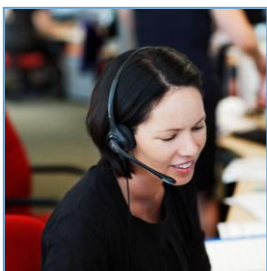
Upon commencement of each contract assignment, ensure that the client provides you with a general induction (formal or informal) covering information about the job that you will perform, the client's facilities, emergency evacuation procedures, first aid procedures and any other relevant safety or job-related procedures. If you have not been inducted please contact your Hudson consultant.

Hazard reporting



A hazard is any source of potential harm to life, health, property or equipment. This can include work processes or any other aspects of the work environment. If you identify a hazard that you are unable to safely resolve yourself, report this to the client for resolution. If you are dissatisfied with the actions taken by the client, escalate this to your Hudson consultant.

Safety consultation



The client should have a consultation process in place so that you have an opportunity to contribute to decisions that impact your health, safety and welfare at work (e.g. safety committee or safety representatives). If you feel that the client is not providing you with adequate consultation arrangements, contact your Hudson consultant.

Personal protective equipment



Personal protective equipment (PPE) is clothing or equipment designed to be worn by a person to protect them from risk of injury or illness (e.g. gloves, hard hats). It is unlikely that you will need PPE if you work in an office-based environment however if you do require PPE please speak to the client and your Hudson consultant.

Bullying & harassment



Bullying and harassment can be described as unreasonable behaviour directed to a person that is unwelcome or offensive. Behaviour may be sexual or it may relate to a person's gender, race, disability, age, sexual orientation or marital status. If you experience bullying or harassment report this to both your Hudson consultant and the client as soon as possible.

WORKSTATION ERGONOMICS

Introduction

Working in an office environment may not pose a high risk however the nature of the work may result in you sitting at your desk for long periods without adjusting your posture.

The following tips will provide you with a step-by-step guide on how to set up your workstation based on ergonomic principles.

If you are receiving treatment for a pre-existing injury or condition, consult with your medical specialist before you adjust your workstation using these tips.



Step 1 – Adjusting your chair

Chairs come in many different shapes, sizes and functions. As a minimum, your chair should have some key features:

- **Backrest:** the backrest should be padded or made out of a flexible/mesh-like fabric for support. It should also be height adjustable.
- **Seat:** the seat should be padded and height adjustable.
- **Base:** chairs should generally have a five star base with castors to allow you to easily move the chair around.



(a) Adjust the height of your chair

Using the lever, adjust the height of your seat so that your thighs are approximately horizontal and your feet rest on the floor. When seated, your hips should be slightly higher than your knees. If you are unsure, ask someone else (e.g. person sitting next to you) to check your seated position.



(b) Adjust the backrest of your chair

Adjust the height of the backrest so that the curve of the backrest fits the curve of your spine. To do this you may need to raise the height of the backrest. If you are unsure, ask someone else (e.g. person sitting next to you) to check your seated position.



(c) Adjust the tilt of your chair

If your chair allows you to tilt the backrest and seat, adjust this to a comfortable angle. The chair should not be tilted so that it's pushing you off or making you lean too far backwards or forwards.

Step 2 – Sitting at your desk

Once you have adjusted your chair, it's important to maintain the correct posture whilst seated in your chair. When seated, your posture should maintain the natural curve of your spine - the "S" shape.

By aligning your ears, shoulders and hip vertically, your muscles won't need to work as much to support your back. Push yourself (whilst seated) close to your desk, relax your shoulders and bend your elbows to 90 degrees.



Step 3 - Desk accessories



Frequently used desk accessories should be stored close enough for you to reach but not so that they are in your way.

You should arrange your desk accessories within the optimum reach areas of your desk. The blue zone shows where you should place less frequently used items and the red zone shows where frequently used items should be placed on your desk.

Step 4 - Your desktop computer

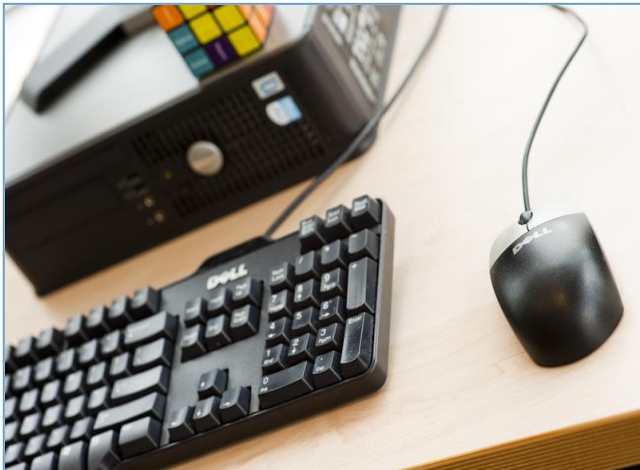


(a) Adjust your keyboard

Your computer keyboard should be positioned:

- In front of your computer screen;
- Close to the edge of your desk; and
- Directly in front of you.

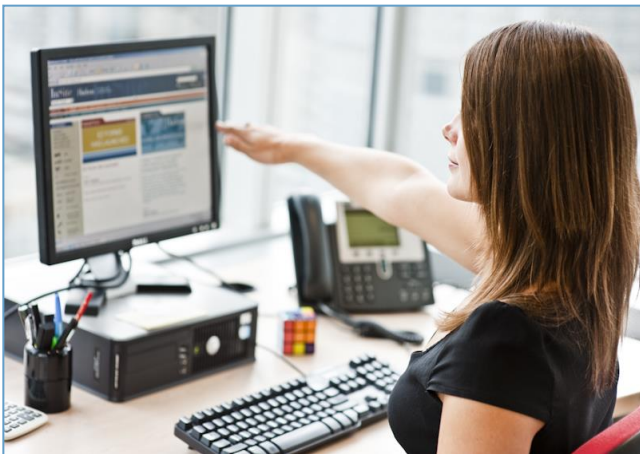
Some keyboards have feet at the rear to elevate the keyboard. Where possible, the feet should be maintained in a lowered angle/position to reduce unnecessary pressure on your wrists and shoulders.



(b) Adjust your mouse

Your mouse should be positioned close to the edge of your desk, directly to the side of your keyboard. When using your mouse, you should:

- Keep your wrist flat during use;
- Use the desk to support the weight of your arm; and
- Don't over rely on your mouse - use the shortcut keys on your keyboard to reduce and prevent discomfort through prolonged use.



(c) Adjust your computer monitor

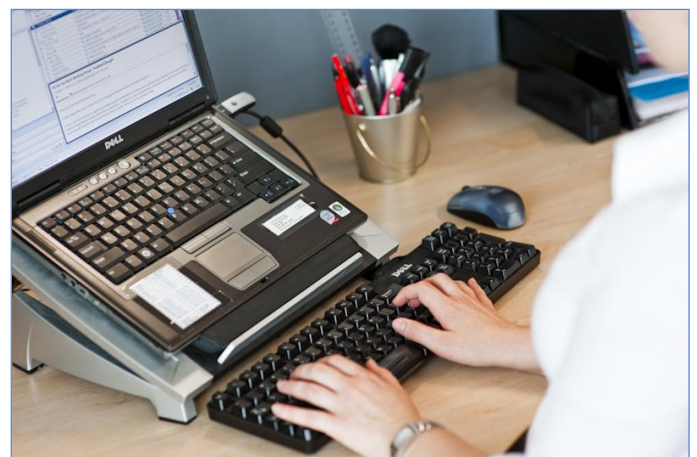
The top of your computer screen should be level with your eyes. If you don't have a computer monitor stand to elevate your computer screen, a couple of reams of paper placed under the monitor will do the trick! Your computer screen should also be positioned:

- Directly in front of you so that you look straight at it and not to the side; and
- Arm's distance away from where you are seated.

Tips if you use a laptop

If you use a laptop on a regular basis you should use a laptop stand, external mouse and external keyboard.

For guidance on how to position your laptop screen, keyboard and mouse refer to "Step 4 – Your desktop computer" (above).



Tips to improve your general comfort at work

Lighting and glare

Good quality lighting is essential. Your desk area should have:

- Light that falls evenly over your desk;
- Blinds or tinted windows to control excessive natural light from windows; and
- No flickering lights around your workstation.

Reading documents

If you need to read hard copy materials at your desk, lower your chair to bring your eyes closer to the material. This will minimise the bend in your neck and shoulders as you read.

Reading documents on your computer screen

If you peer forward towards your computer screen when reading text, you may need to increase the text size. Most software applications allow you to increase the character size or zoom in. Also, look at the distance between you and the computer screen - you may need to move the monitor closer.

Exercise

Regular physical activity can improve your health and general comfort and well-being at work. Try these simple tips to get in some exercise:

- Go for a walk at lunchtime;
- Walk to the next bus or train stop;
- Park your car a little further away and walk the rest of your trip; and or
- Take the stairs instead of the lift.

Stretches

Sitting at your workstation all day can cause tension, pain in joints, headaches and poor posture. Take a few minutes every hour to complete some stretches to:

- Increase your flexibility;
- Prevent injuries associated with sitting at a workstation all day;
- Improve your stress levels;
- Improve your productivity and efficiency; and
- Increase your energy levels.

SIGN-OFF

Acknowledgment

~~I acknowledge that I have read and understood the Hudson “Workplace Safety Induction Pack for Office-Based Work” induction pack.~~

Full Name _____

Signature _____

Date _____