



# safe & healthy Virtual office

## The Virtual Office is a web-based risk management tool designed to help you identify hazards and control risks in the office environment.

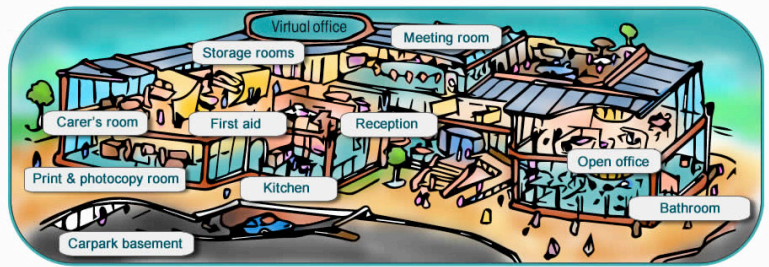
Virtual Office uses a cross section of typical rooms found in an office environment and where appropriate, provides links to relevant publications, guidance material and legislation.

The rooms within the Virtual Office contain objects and information about many of the associated hazards and harms that those objects could potentially create.

## What are the new and improved features?

The new Virtual Office is very different to previous versions with features including:

- > an illustrated design to keep up to date with technological change
- > bold colouring to draw visual attention to areas of importance
- > new icons to represent harms and hazards
- > mobile friendly design compatible with several platforms
- > information targeted to Workers and employers.



An additional feature of the re-designed Virtual Office is the ability to look at the hazards associated with a particular work role.

## How can you use Virtual Office?

The Virtual Office should be used as a key resource and educational tool within your workplace. It is designed to assist your organisation in:

- > developing and reviewing your health and safety policies
- > inducting new workers into the risk identification process specific to your workplace
- > developing practical solutions for applying the risk management principles of the Work Health and Safety Code of Practice 2011 (Cth)— How to Manage Work Health and Safety Risks
- > preparing for specific guidance on common objects or hazards found in the workplace.

The re-designed Virtual Office is the first stage in a process of creating a range of virtual workplaces that identify many of the risks associated with work environments in our jurisdiction.


### Workstation

Your musculoskeletal system is made up of the structures that support you and help you move, such as bones, joints, muscles, tendons, and ligaments. Poor posture is a common contributing factor to musculoskeletal disorders (MSD). [Read more](#)


**Tips**

- Stand up, sit less, move more.
- Know how to adjust your workstation.


**Potential harm**



Overuse injury



Musculoskeletal disorders



### Identified Hazards and Controls



#### Desk set up

##### Cause

- Desk height is not adjustable.

##### What can I do?

##### What can my employer do?

- Know how to adjust your desk to suit your physical requirements.
- The ideal work position is to have the arms hanging relaxed from the shoulders. ⓘ
- Re-adjust your desk height dependent on the type of footwear you are wearing (e.g. high heels).
- Take breaks from the work activity and move away from the desk.