

Safety Transformation Phase 2

Office Space Guide – Brief extract

College of Sciences and Engineering

Aspect	Compliant	Safety Excellence (compliance + best practice)
<p>Environment – Lighting</p>	<p>Sufficient light to perform tasks in that workspace.</p>	<p>Desks are placed in locations consistent with original room design, providing optimal light for workstations. If necessary, install new light fixtures to remediate poor light situations.</p>
<p>Environment – Ventilation, Temperature and Noise</p> 	<p>Adequate controls in place to keep these environmental factors within limits. Heaters are not allowed under desks.</p>	<p>Where environmentally responsible and feasible, people have the choice to control their own microclimate. (e.g., desk arrangements according to temperature preferences, individual fans, operable windows, headsets to reduce noise).</p> <p>Open plan offices have sufficient breakout spaces and private meeting rooms nearby.</p>
<p>Storage – Height</p>	<p>Large or heavy items should be stored at easily accessible heights to minimise the demands of handling. Frequently handled items (>1/month) should be placed within easy reach. Smaller, lightweight, and infrequently handled items may be stored in the lower or higher areas of a storage system.</p> <p>You have equipment to reach the items safely (not your office chair).</p>	<p>Items used frequently are not stored above shoulder height. Equipment (e.g., step ladders) is readily available nearby from known and labelled locations.</p> <p>Wall-mounted shelves are mounted into studs behind the plaster board. They are not burdened beyond their rated capacity (e.g., by boxes of paper).</p> <p>Free-standing shelves are structurally attached to the wall if there is any possibility of toppling.</p> <p>ISD is engaged to perform maintenance activities to check for asbestos before drilling.</p>

Storage – Systems



Credit: Pinterest/Livingedge

Fit for purpose storage system to suit the size, shape, and weight of items.

No items, shelving or supports come into contact with light fittings or fire safety systems.

The floor in office spaces is not being used for storage.

Minimum 90cm clearance required for egress from any part of the room.

De-dusting, de-cluttering: Only items likely to be used in next 12 months to be retained. Find a more appropriate place for other items (personally owned items at home; infrequently used items put in storage rooms). Items of unknown origin, ownership, or usefulness to be removed, unless required by law.

The safe working load is known and is marked on each shelf.

Desks are free from clutter, allowing cleaners to clean properly.

Design a new storage system that suits the future needs of the organisation. Labels/signage, flow of materials in and out of a room, clearing space for future projects.

Physical – Furniture

Furniture fit-for-purpose and in good condition.

Screws and bolts of desk and chair are fastened securely.

Obtain and dispose of furniture from [UTAS' Re-use program](#).

Unnecessary furniture is disposed of.

Facilities – Electrical



No use of double-adapters.

Power boards and cords are in good condition. If there is any doubt about their age or safety, replace.

Cords are kept away from hot surfaces, and positioned so they are not:

- a trip hazard
- covered by floor coverings, or
- in contact with feet or chair castors

Electrical cables not tagged or not in-date to be reported to your local safety coordinator to be tested in the next round of tagging.

Appropriate number of power outlets exist. Cords are neatly organised and not covered by floor coverings.

You know that your electrical circuits are RCD protected. If not documented for your area, follow up with ISD's Compliance & Risk Officer.