

**SPECIAL
POINTS OF
INTEREST:**

- Do you know how to set up your workstation correctly?
- Improve productivity by customising your training
- Reduce injuries by protecting your back
- Make your money work for you

**INSIDE
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Back for 2009!

Hello Everybody,

Welcome to 'Fitness, Health & Safety' AUTUMN 2009 edition. Job Fits' own Newsletter. Australian has begun the year with some great challenges. Firstly many of us are finding it difficult to survive with the current financial crunch, which I'm sure we are all sick of hearing about, and secondly the recent devastating bushfires in Victoria.

We are in the midst of some hard times, but I am confident these hard times won't last forever as long as we all look and plan for the future.

I have focused this newslet-

ter on OH&S and what you can do to maintain safety in your workplace and how to, cost effectively, look after your valuable employees.

Included in this edition:

- How to set up your computer monitor
- Why we should use specific training programs to train your staff
- Five budgeting tips to weather the financial storm
- Understanding manual handling injuries
- How to protect your back when performing

manual handling duties

- How to conduct a risk assessment in the office

I hope you all enjoy this issue. If you have any suggestions for the next installment please send me an email with your suggestion to andrew@jobfit.net.au.

Kind Regards,



Andrew Funke
Job Fit Manager

Your Workstation: The Monitor

If you find that you suffer from aches and pains or are having trouble focusing on the task at hand, then it might be time to look at how your work area is set up.

Simple changes made at and around a workstation can make huge differences in the way our bodies cope.

Lets have a look at how your monitor should be set up.

Here are 4 easy steps to follow:

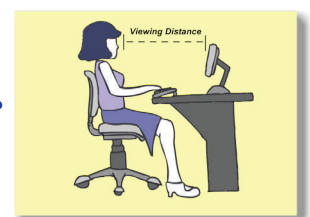
- Adjust monitor so your neck is in a relaxed position
- Centre the monitor directly in front of you, above your keyboard
- Sit at least an arm's length away from the screen
- Place screen at right angles to windows to reduce glare. Adjust the vertical

screen angle to minimize glare from overhead lights

That's it! Next edition we will have a look at your keyboard and mouse.

Want an ergonomic assessment?

Contact Andrew on 0414 873 401 for a 15minute assessment.



Train Your Staff Effectively

Are you sick of wasting time and money on poor training packages?

Do you want to get more bang for your buck?

Don't settle for an 'off the shelf' type training program when you can train your staff against pre-determined risk measures that is completely customized to your working environment.

Implementing a training program that is specific to your working environment provides realistic outcomes that can be implemented straight away.

Discussing real risks in real situations engages staff and gets your staff thinking more

about what they are doing, how they do it and how it could be done better. Isn't this what we want?

Benefits of customized training:

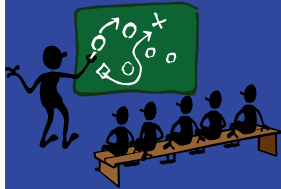
- Specific to that working environment
- Safer work processes can be implemented immediately
- Training scenarios can be formed using real life situations and past events
- The cost per employee is very competitive when compared to generic training

- Productivity can be improved immediately
- Focus can be made on individual tasks or high risk tasks
- Staff are more engaged and open to discussion because it directly affects them

Whether its training your sales reps in safe lifting,, your admin staff in office safety, or your production staff in safe manual handling, make sure you use your budget effectively by making your training specific.

Want to know more?

Call Job Fit on 0414 873 401



Specificity is the key to effective training

“Work hard, add value and show your employer that you are an asset to the company.”

5 Budgeting Tips

Economists are predicting it will be a turbulent year ahead so let's look at how to survive a recession by trimming the fat from our financial obligations so we can all come out on top. Here is a list of 5 tips I have researched to help weather this financial storm:

1. **Clear your household of unwanted items.** Try and sell all items you no longer need and get cash for them. You can sell things via eBay, garage sale or the Trading post.
2. **Cut back.** Find the added extras in your life that you currently pay for, what you can live without? Lower you mobile or
3. **Protect your own job.** Work hard, add value and show your employer that you are an asset to the company. Put in the extra hours, the extra step and show that you are truly adding value to the business. Looking for a job when unemployment rates are at 5-10% can be very hard, so keeping your original job is even more important
4. **Mortgage payments and home loans.** Pay over the required amount towards your mortgage each

internet plan, eat out less, or stop drinking bought coffee's at work

month. You want to try and create a buffer for your largest asset that is most likely to be affected by the potential recession. You may need to draw on this buffer later on

5. **Fixed rate V's Variable interest mortgages.** Stick with, or get yourself a variable rate mortgage to take advantage of lowering interest rates. Remember that they can potentially go back up again in the near future, so weigh these odds up and consult with a financial planner.



Manual Handling: The Biggest Cause of Injury

Manual handling is the biggest cause of injury in Victorian workplaces, according to the Victorian Workplace Authorities. In 2007/2008 there were 12,634 claimed muscular stress injuries which accounted for 43% of total injuries in that period.

What is manual handling?

Manual handling is any activity requiring the force exerted by a person to push, pull, lift, lower, carry, move, hold, or restrain any animal, person, or thing.

Manual handling becomes hazardous when repetitive force is being used; sustained or awkward postures are adopted; high force is

used; you are exposed to sustained vibration; or you handle unstable loads, animals or people.

What injuries can manual handling cause?

Not all manual handling tasks will cause injury, hazardous manual handling can cause conditions such as:

- Muscle sprain and strain
- Back injuries
- Soft tissue injuries
- Abdominal hernias
- Chronic pain

These injuries are known as Musculoskeletal Disorders (MSD).

Your Legal Duties

New regulations for OH&S came into effect on 1st July 2007.

Employers are required to identify hazardous manual handling tasks and eliminate or reduce the risk as far as reasonably practicable.

Employees must also take reasonable care for themselves and for others, and to cooperate with employers efforts to make the workplace safe. This may include; using equipment properly; follow workplace policies and procedures; attend training sessions; and not taking shortcuts that could pose a risk.

Reference: www.worksafe.vic.gov.au

“Back injuries are the most common type of injury in Victorian workplaces, 5911 claimed injuries in Victoria in 2007/08 ”

Protect Your Back

Back injuries are the most common type of injury in Victorian workplaces, 5,911 claimed injuries in Victoria in 2007/08 to be exact. A very common mechanism causing this injury is lifting, carrying or putting object down, according to WorkSafe 2007/08 reports.

There are some very simple tips that anyone can implement to help reduce the possibility of yourself or your co-workers suffering from such an injury. Here are 5 tips to remember when performing manual handling tasks:

1. **Keep your back straight.** The muscles that surround and support your spine are at their optimal position and can withstand maximum strain
2. **Suck in your abdominals.** The muscles around your core and lower back that contract when doing this creates a ‘brace’ to support your spine
3. **Stretch before intensive manual handling.** This increases blood flow, lubricates joints, warms muscles and prepares your body for the job to follow
4. **Ask for help.** If an object is too heavy or awkward to handle, never be afraid to ask someone for help
5. **Use equipment and aids.** This will reduce the stress placed on your body and reduce the onset of fatigue

Remember, you can do a lot yourself to reduce the potential of back injuries and prevent the possibility of long term pain and suffering.

Office Safety: Risk Management

Almost every organisation has some office-based work. The increase in flexible and portable equipment has also expanded the office environment into areas outside the traditional office such as onsite locations, vehicles and the home. Occupational health and safety practices need to keep pace with the rapid changes in office-based work.

Identifying hazards and controlling risks is a great start to your

risk management program. This process consists of four stages:

Step 1: Hazard Identification

This is the process of identifying all situations or events that could cause injury or illness. Such as unsafe electrical connection, tripping hazards and filing.

Step 2: Risk Assessment

The process of determining which hazards are likely to result in injury, and why this is so.

Step 3: Risk Control

This process determines and implements appropriate measures to control risk with the aim to eliminate the risk or reduce it as much as possible.

Step 4: Follow Up

This involves evaluation of control measures that have been implemented. Has it achieved its intention? Has it introduced new risks?



Honest conversation and teamwork will go a long way to help a successful risk management outcome

Job Fit

Keeping Australia Workin'



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Job Fit is a service provider focusing on injury prevention. They are recognised for providing innovative and professional health, fitness and workplace safety services to all industries.

The services that Job Fit can provides are:

- Workplace Assessments
- Manual Handling Risk Assessments
- Manual Handling Training
- Workstation Set-up/Ergonomic Programs
- Anti-fatigue and Stretching Programs
- Group or Personal Training

If you would like to know more about the services we provide, or know someone else who might be interested please call Andrew on 0414 873 401 or visit our website at www.jobfit.net.au for more information.



Couscous with roast vegetables



This meal is: egg free, low in salt, vegetarian
Preparation time: 15 minutes
Cooking time: 45 minutes
Serves: 4

Ingredients:

1 x small sweet potato, peeled
2 x potatoes
2 x carrots, peeled
Canola oil spray
2 cups water
2 teaspoons mono/polyunsaturated margarine
2 x capsicums
1 cup mushrooms, (halved if using button mushrooms, thickly sliced if using field or larger mushrooms)
1 x large zucchini, (chopped into similar size chunks)
Sweet chilli sauce or plain chilli , (optional)
2 cups couscous
1 x 200g tub low-fat tzatziki

Method:

1. Peel sweet potato and potatoes and dice into 1cm cubes. Peel carrots and chop into 4cm lengths (fairly thick). Spray a baking tray with canola spray, put potato, sweet potato and carrots in tray and spray with more canola spray. Place tray in a moderate oven (180C).
2. Chop all other ingredients. When the potatoes and carrots are almost ready, cook the rest of the vegetables in a non-stick pan until cooked. Add some sweet chilli / plain chilli sauce if you like some spice. While the vegetables are cooking, put the water into a large saucepan and bring to the boil. When the water starts to boil, remove from heat and stir in the couscous. Cover and let the couscous stand for 3min.
3. Fluff couscous with a fork and stir in margarine and spinach leaves. Divide couscous between four plates, top with vegetables, roasted potatoes and carrots.
4. Can serve with a dollop of tzatziki.