

## Your safety when working at a FlexiSpace

### What are FlexiSpaces?

They are ACT Government offices located in Canberra's town centres (like Tuggeranong and Belconnen), and also in the City Centre.

They provide office workers with a choice to work closer to home or nearer to schools or other responsibilities, and provide a location to work from for short periods of time (such as a couple of hours, to a day here and there).

They vary in size and capacity and feature new fixtures and fittings, including sit to stand ergonomic desks, fully adjustable workstation chairs and dual (or single large curved) computer screens on adjustable stands.

You can find plans of FlexiSpaces on the [Flexible work SharePoint site](#)

### What do I need to do before using a FlexiSpace?

These work locations are primarily for office-based work, recognising that not all tasks can be done from a desk. Check with your supervisor or manager to see if working at a FlexiSpace is an option.

Information on what you need to know, and what you should do before working at a FlexiSpace such as Induction and instructions on how to book a desk can be found [here](#).

### What happens if there is an emergency in a FlexiSpace?

FlexiSpaces will not have wardens or first aid officers on the floor with you. While there may be Chief Wardens or First Aid Officers in the building, they should not be relied upon to exit a building in an evacuation or for the direct provision of first aid.

If a fire alarm sounds workers should immediately prepare to evacuate. Alarms in FlexiSpaces are set to automatic mode requiring the evacuation of the site irrespective of whether it may be a false alarm. Automated instructions will be provided. Contact your manager /supervisor once the emergency is over to advise of your status.

First aid kits and AEDs are available onsite. Contact details for first aid support if available in the building, but not on the floor, will be outlined in the space and in the [Flexible work SharePoint site](#). If the situation requires an emergency response dial 000.

### Who maintains the site?

The CMTEDD Concierge and Building Services Team (CBS) has operational responsibility for FlexiSpace locations. They will coordinate cleaning and building maintenance services with ACT Property Group, undertake WHS and COVID safe site inspections, work with co-tenants to ensure a coordinated approach to managing emergency or security situations, ensure there is paper for the printer, and maintain your access to the site.

### Managing Risk

The following risk categories and controls have been considered and put in place in terms of design of the workspaces to eliminate these risks as far as reasonably practicable.

Hazard category	Description	This could take the form of	Controls	What you can do
hazardous manual tasks	are those activities that require a person to lift, lower, push, pull, carry or otherwise move an animal, person or thing.	<ul style="list-style-type: none"> <li>• carrying your laptop</li> <li>• putting things in or getting them out of your locker</li> <li>• moving office furniture in a meeting room</li> <li>• getting a box of paper for the printer</li> </ul>	<ul style="list-style-type: none"> <li>• CBS ensures there is paper in the printer or it is readily available</li> <li>• meeting rooms in FlexiSpaces are either small where the layout of furniture is not designed to be moved around, or larger rooms where the CBS team will move operable walls or layout of desks for you</li> <li>• lockers are day use only so that workers can choose the height suitable to their own requirements</li> <li>• lockers are not designed to store large items</li> <li>• no access to onsite storage for bulky or heavy items as a short term use space</li> </ul>	<ul style="list-style-type: none"> <li>• just take what you need for the day – your laptop and headset, your lunch</li> <li>• if you are booking a larger room and need the furniture moved, email <a href="mailto:FlexiSpace@act.gov.au">FlexiSpace@act.gov.au</a> for assistance</li> <li>• if you are using the space to manage large items that day, you will need to bring your own trolley that is suitable for your items</li> </ul>
ergonomics	is a science concerned with the 'fit' between people and their work.	<ul style="list-style-type: none"> <li>• poor posture</li> <li>• incorrect or poor workstation setup</li> <li>• extended reaching</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">sit to stand workstations provided</a></li> <li>• adjustable workstation chairs</li> </ul>	<ul style="list-style-type: none"> <li>• know <a href="#">how to adjust your equipment</a> to suit your body</li> </ul>

Hazard category	Description	This could take the form of	Controls	What you can do
	We commonly refer to it in terms of safety, comfort and ease of use of equipment (in this case office furniture) and the impact poor ergonomics has on people.	<ul style="list-style-type: none"> <li>• sedentary posture for extended hours without proper breaks</li> <li>• repetitive tasks without breaks/ rotation</li> <li>• twisting due to incorrect dual monitor set up</li> </ul>	<ul style="list-style-type: none"> <li>• fully adjustable screens (bright/ contrast /angle of screen)</li> <li>• various work locations to cater for various tasks</li> <li>• availability and referral to reasonable adjustment assessment</li> <li>• early intervention physiotherapy program available</li> <li>• <a href="#">workstation Self-Assessment Checklist</a></li> </ul>	<ul style="list-style-type: none"> <li>• move about and avoid static postures (go get a drink of water)</li> <li>• report any broken equipment</li> </ul>
electrical	death or injury caused indirectly or directly by electricity	<ul style="list-style-type: none"> <li>• faulty electrical equipment such as kitchen appliances, computer cables that plug into 240 volt, power points and light switches</li> </ul>	<ul style="list-style-type: none"> <li>• residual current devices are installed in the building's electrical switchboard</li> <li>• test and tag regime for electrical equipment</li> <li>• banning of personal electrical items being brought into the workplace</li> <li>• safety switches on hot water (Billie / ZIP) system</li> </ul>	<ul style="list-style-type: none"> <li>• visually inspect electrical cords before use</li> <li>• don't use loose or faulty power points</li> <li>• don't bring personal electrical items into the office</li> <li>• don't use a double adaptor or powerboard</li> <li>• report any faults or concerns with electricity</li> </ul>
slips, trips and falls	slipping and tripping can cause falls.	<ul style="list-style-type: none"> <li>• wearing the wrong footwear for the surface</li> </ul>	<ul style="list-style-type: none"> <li>• floor coverings are new</li> </ul>	<ul style="list-style-type: none"> <li>• watch where you are walking (don't talk on</li> </ul>

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	Mostly people trip on low obstacles that are hard to see.	<ul style="list-style-type: none"> <li>• polished or wet floors</li> <li>• loose or damaged floor coverings</li> <li>• poor housekeeping</li> <li>• unsecured cables or cords (common in meeting rooms)</li> </ul>	<ul style="list-style-type: none"> <li>• cable management incorporated into design</li> <li>• lockers provided to store items</li> <li>• bi-annual WHS inspection by the CBS team</li> </ul>	<p>your mobile phone when moving about!)</p> <ul style="list-style-type: none"> <li>• be mindful of your footwear and the environment you will be in</li> <li>• keep your workspace neat and tidy</li> <li>• use power points provided (don't use an extension cord)</li> </ul>
working alone or in isolation	In terms of assistance in case of emergency with no other person to respond or call for help	<ul style="list-style-type: none"> <li>• being trapped in the building or part of the building</li> <li>• having a serious fall rendering mobility difficult</li> </ul>	<ul style="list-style-type: none"> <li>• FlexiSpaces only available during weekdays between 7am and 7pm</li> <li>• FlexiSpaces are an optional space rather than a home location space</li> <li>• Serraview Engage wayfinding app to let you know how many others are in the space before you arrive</li> <li>• use of Personal Emergency Evacuation Plans (PEEPs)</li> </ul>	<ul style="list-style-type: none"> <li>• ensure you are familiar with your own business areas operating requirements for working alone</li> <li>• if you find you are the only occupant of a FlexiSpaces let your manager know and advise them when you leave the building</li> <li>• always keep your electronic pass and you're your phone with you when moving about the building</li> </ul>

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			<ul style="list-style-type: none"> <li>• use of FlexiSpace is in consultation with your manager or supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• ask a peer to come to work with you at a FlexiSpace</li> </ul>
biological	in terms of allergens and other irritants	<ul style="list-style-type: none"> <li>• chemical sensitivity</li> <li>• hypo-allergic reactions (pollens/ dust / food /mould etc)</li> <li>• lack of cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• low allergen hand sanitiser available</li> <li>• access to safety data sheets</li> <li>• cleaning contract for daily cleaning</li> <li>• regular COVID inspections</li> <li>• monthly cleaning inspections</li> </ul>	<ul style="list-style-type: none"> <li>• avoid bringing in strong smelling food, wearing strong perfume or deodorant that may trigger another person's allergy</li> <li>• if you notice areas of dust build up report it to CBS team</li> </ul>
thermal temperature	including variations in indoor temperatures	<ul style="list-style-type: none"> <li>• poor air-conditioning system (temperature, air circulation, dew point)</li> <li>• heat through windows</li> <li>• windows or doors left open</li> </ul>	<ul style="list-style-type: none"> <li>• discussions with building owners on maintenance of air-conditioning</li> <li>• adjustable internal window coverings</li> <li>• flexible workspaces allowing for choice of workstation location</li> <li>• supplementary air conditioning in larger meeting rooms</li> </ul>	<ul style="list-style-type: none"> <li>• wear layered clothing so you can remove or add items as required</li> <li>• move to an area that is more comfortable (away from the window perhaps)</li> <li>• adjust window furnishings</li> <li>• don't prevent doors and windows from closing</li> <li>• don't bring personal heating / cooling devices</li> </ul>

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				that will impact the air-conditioning system
contractor management	contractors undertaking work at a FlexiSpaces also have a duty to not put others at risk from their work. contractors undertaking work at a FlexiSpace also have the right to provision of a safe working environment.	<ul style="list-style-type: none"> <li>unqualified contractors</li> <li>un-inducted contractors</li> </ul>	<ul style="list-style-type: none"> <li>contractor credentials verified by ACT Property Group</li> <li>contractors inducted by ACT Property Group and the CBS team</li> </ul>	<ul style="list-style-type: none"> <li>raise any concerns with CBS team.</li> </ul>
psychological injury	psychological injury or mental injury includes a range of cognitive, emotional and behavioural symptoms that interfere with a worker's life and can significantly affect how they feel, think, behave and interact with others.	<p>includes such disorders as depression, anxiety or post-traumatic stress disorder.</p> <p>can result from work or personal impacts</p>	<ul style="list-style-type: none"> <li>by providing FlexiSpaces as an alternative workplace can give workers temporary respite from difficult situations</li> <li>wayfinding app has 'opt out' function so an individual can choose not to be located</li> </ul>	<ul style="list-style-type: none"> <li>know your own limits, if you feel these are being over-extended then take action</li> <li>ask a peer to come to work with you at a FlexiSpace</li> <li>keep in communication with your manager/supervisor</li> <li>seek support from EAP</li> </ul>
infectious diseases hazards	are illnesses caused by the spread of microorganisms	exposure to COVID-19	<ul style="list-style-type: none"> <li>COVID safe protocols in place</li> <li>cleaning regime in place with regular COVID inspections</li> </ul>	<ul style="list-style-type: none"> <li>follow COVID safe protocols and stay home if unwell</li> <li>report in RISKMAN and let the CBS team know if you</li> </ul>

Hazard category	Description	This could take the form of	Controls	What you can do
				were COVID positive while in a FlexiSpace
emergency management	<p>is how we manage the resources and responsibilities for dealing with all people aspects of emergencies.</p> <p>as FlexiSpaces provide non-permanent workspaces the normal emergency management structures of first aid officers and floor wardens will not be in place (unless site is part of a larger occupied building).</p>	evacuation from the building and associated testing of facilities	<ul style="list-style-type: none"> <li>• induction information instructs on what to do in an emergency and who to contact</li> <li>• illuminated emergency exit signage on ceiling</li> <li>• evacuation plan and emergency contact details displayed at the site</li> <li>• first aid kit(s) available</li> <li>• defibrillator available</li> <li>• wayfinding app will display if a first aid officer has booked a desk in the location</li> <li>• no mail or parcel deliveries to these locations</li> </ul>	<ul style="list-style-type: none"> <li>• always use your electronic swipe pass when entering to register your access, irrespective of whether walking in as a group</li> <li>• know where your nearest emergency exit is and an alternative</li> <li>• know where the emergency assembly point is</li> <li>• if you require a Personal Emergency Evacuation Plan (PEEP) discuss this with the CBS team</li> <li>• always evacuate on tone, unless your PEEP outlines different instructions</li> <li>• check in with your manager to advise your status</li> </ul>
First aid	the immediate treatment or care given to a person suffering from an injury or illness until more	cuts, minor burns or scalds, sprains	<ul style="list-style-type: none"> <li>• first aid kit and defibrillator available for use</li> </ul>	<ul style="list-style-type: none"> <li>• there may not be a first aid officer on site if minor first aid is required. If the situation requires</li> </ul>

<b>Hazard category</b>	<b>Description</b>	<b>This could take the form of</b>	<b>Controls</b>	<b>What you can do</b>
	advanced care is provided or the person recovers			emergency response dial 000.