

WHS Guidelines for Office Environments

Scope & Definition

These guidelines are applicable to all personnel visiting or working in any of the office environments owned or managed by the School of Physics. Temporary (< 1 day) visitors who are under the direct supervision of a staff member are exempt from these guidelines.

Responsibilities

Supervisors of people who work in office environments are responsible for ensuring that a [general building induction](#) has been completed in the first few days upon arrival or commencement of employment.

Personnel working in office environments should receive training in and abide by the information presented in the induction and any other reasonable directions given by their supervisor/s.