



COVID-19 Wellness Update

The health and safety of staff and clients is our top priority

1 May 2020

Home office ergonomics and equipment

Thank you again to everyone who took the time to respond to the Wellness Survey. Some staff identified that they wished their home workspace had a better set up or equipment.

To assist with this, we wanted to remind you that staff are able to request office equipment from your workstation through Facilities and your People Leader. We understand that to be comfortable and to be able to do your job well, you may need your usual two monitors, an ergonomic chair, or your gel mouse pad. If you would like to take advantage of this, the steps to arrange are outlined below.

This [ergonomics guide](#) will allow you to do a self-assessment of your home workspace, and determine if you need to make any adjustments. Further detail is available on the State Library staff webpage.

How to access office equipment to take home

1. Email [Facilities mailbox](#) with the date and time you'd like to collect the equipment from the Loading Dock, and specifics of what equipment is required. Remember to cc in your People Leader and give Facilities 24 hours notice.
2. Facilities will collect items from your workstation and liaise with security to notify them of your arrival.
3. Collect your items from the Loading Dock and complete a loan form.
4. Facilities can assist to load your items into the vehicle if required.

For Cannon Hill and Cairns staff, please liaise with Facilities to determine appropriate access, if required.