

SCAN ME



SAFETY. MATTERS. EVERYWHERE.

OFFICE AND CORPORATE WHS COMPLIANCE PACK

Meeting Safety Standards across Oceania Pacific.

FREE

Your guide to safer, smarter workplaces.

A WHS Compliance Pack is your guide to:

- Identifying and managing workplace hazards
- Meeting legal health and safety obligations
- Developing clear safety procedures
- Training and protecting your team
- Reducing risks and liability

ardp
ANZSIC code 7292 - Document
Preparation Services

www.ardpcompliance.com

TABLE OF CONTENTS:

Policies & Procedures - Coding Index	POLICIES AND PROCEDURES	Page No.
OfficePg012025	WHS POLICY FOR OFFICE & CORPORATE ENVIRONMENTS	Page 3
OfficePg022025	ERGONOMIC WORKSTATION SETUP GUIDE	Page 4
OfficePg032025	MENTAL HEALTH & WELLBEING POLICY	Page 5
OfficePg042025	EMERGENCY EVACUATION PROCEDURES	Page 6
OfficePg052025	FIRST AID & INCIDENT REPORT FORM	Page 7
OfficePg062025	REMOTE WORK & HOME OFFICE SAFETY CHECKLIST	Page 8
OfficePg072025	SLIPS, TRIPS & FALLS PREVENTION GUIDE	Page 9
OfficePg082025	ELECTRICAL SAFETY & OFFICE EQUIPMENT GUIDELINES	Page 10
OfficePg092025	WORKPLACE HARASSMENT & DISCRIMINATION POLICY	Page 11
OfficePg102025	RISK ASSESSMENT TEMPLATE FOR OFFICE ENVIRONMENTS	Page 12

OFFICEPG012025 – WHS POLICY FOR OFFICE & CORPORATE ENVIRONMENTS (2025)

Purpose: To set out management and employee responsibilities in ensuring a safe and healthy office environment.

Policy Statement:

Our organisation is committed to providing a safe workplace that complies with all relevant WHS legislation. Safety is a shared responsibility between management and employees.

Key Commitments:

- Comply with WHS laws, codes, and standards.
- Provide safe equipment, systems, and work practices.
- Ensure ongoing consultation and training.
- Encourage reporting and continuous improvement.

Acknowledgement:

- Manager Signature: _____
- Employee Signature: _____
- Date: _____

A strong WHS Policy in the office ensures every worker understands their duty of care and the shared responsibility of creating a safe, healthy environment. By reinforcing clear objectives, businesses build a proactive safety culture that reduces risks and strengthens compliance.

Activity: Review your team's current safety practices and write down three areas where improvements could be made in your office.

1. _____
2. _____
3. _____

OFFICEPG022025 – ERGONOMIC WORKSTATION SETUP GUIDE (2025)

Purpose: To minimise musculoskeletal risks by guiding correct workstation setup.

Checklist:

- ☐ Chair adjusted (feet flat, knees at 90°).
- ☐ Monitor at eye level, 50–70cm from eyes.
- ☐ Keyboard and mouse positioned for neutral wrist posture.
- ☐ Adequate lighting without glare.
- ☐ Document holder used where required.
- ☐ Regular breaks scheduled (5–10 min/hour).

Employee Declaration:

I have adjusted my workstation according to the above checklist.

Signature: _____ Date: _____

Ergonomic design supports both physical comfort and long-term health, preventing common injuries such as back strain or repetitive stress. A correctly adjusted workstation improves concentration, productivity, and employee wellbeing.

Activity: Adjust your workstation and take a photo of your current setup. Compare it with the ergonomic checklist and note two changes you can make today.

OFFICEPG032025 – MENTAL HEALTH & WELLBEING POLICY (2025)

Purpose: To promote a supportive and respectful workplace.

Policy Principles:

- Zero tolerance for stigma around mental health.
- Access to Employee Assistance Programs (EAP).
- Workload management and support.
- Encouragement of open conversations.

Responsibilities:

- Managers: Monitor workloads, provide support.
- Employees: Look after own wellbeing, raise concerns early

Acknowledgement:

Signature: _____ Date: _____

A workplace that prioritises mental health ensures employees feel valued and supported.

Proactive measures, such as open communication and access to resources, help reduce stress and increase resilience among staff.

Activity: Take five minutes to write down one workplace stress trigger and one positive action your organisation could implement to reduce it.

One	Workplace	Stress	Trigger:
-----	-----------	--------	----------

One	Positive	Action:
-----	----------	---------

OFFICEPG042025 – EMERGENCY EVACUATION PROCEDURES (2025)

Purpose: To ensure safe and timely evacuation during an emergency.

Evacuation Steps:

- 1.Raise alarm immediately.
- 2.Follow illuminated exit signs.
- 3.Do not use elevators.
- 4.Report to designated Muster Point.
- 5.Warden to conduct roll call.

Muster Point Location: _____

Emergency Contacts:

- Fire Warden: _____
- First Aid Officer: _____

Preparedness during emergencies saves lives. Having clear evacuation procedures ensures everyone knows where to go, who to follow, and what to do in high-stress situations. Regular drills build confidence and efficiency.

Activity: Walk to the nearest emergency exit from your desk and time how long it takes to reach the muster point. Record the time and note any obstacles.

OFFICEPG052025 – FIRST AID & INCIDENT REPORT FORM (2025)

Employee Name: _____

Date/Time of Incident: _____

Location: _____

Description of Incident: _____

Injury Type:

☐ Minor ☐ Serious ☐ Near Miss

Treatment Given: ☐ First Aid

onsite ☐ Hospital / Medical

Treatment ☐ None

Corrective Actions: _____

Signatures:

Employee: _____ First Aider: _____ Date: _____

Accurate reporting allows organisations to track safety performance and implement corrective actions. A strong first aid system ensures injuries are treated quickly, reducing long-term impacts and liability.

Activity: Complete a mock incident report for a minor paper cut or trip hazard to practise accurate documentation.

OFFICEPG062025 – REMOTE WORK & HOME OFFICE SAFETY CHECKLIST (2025)

Purpose: To ensure home offices comply with WHS standards.

Checklist:

- ☐ Desk and chair ergonomically set.
- ☐ Power outlets not overloaded.
- ☐ Adequate lighting and ventilation.
- ☐ Smoke alarm fitted.
- ☐ Fire extinguisher / blanket accessible.
- ☐ Emergency contact numbers visible.

Employee Declaration:

I confirm my home office meets these requirements.

Signature: _____ Date: _____

Remote work requires the same level of safety as traditional office environments. A well-maintained home office prevents risks like poor ergonomics, electrical hazards, and fire dangers.

Activity: Inspect your home office and identify one hazard that could cause injury or damage. Record how you will fix it within 24 hours.

OFFICEPG072025 – SLIPS, TRIPS & FALLS PREVENTION GUIDE (2025)

Purpose: To reduce incidents caused by floor hazards.

Prevention Checklist:

- ☐ Walkways free from clutter.
- ☐ Spills cleaned immediately.
- ☐ Cables secured.
- ☐ Adequate lighting provided.
- ☐ Mats/rugs secured to floor.
- ☐ Regular housekeeping inspections conducted.

Slips and trips are among the most common causes of workplace injury, but they are also preventable through vigilance and good housekeeping. Small changes, like securing cords and cleaning spills, make a major difference.

Activity: Inspect one walkway in your office and list any slip, trip, or fall hazards you find. Share your observations with your team.

OFFICEPG082025 – ELECTRICAL SAFETY & OFFICE EQUIPMENT GUIDELINES (2025)

Purpose: To prevent electrical hazards and ensure safe equipment use.

Rules:

- Only licensed electricians repair electrical equipment.
- All appliances tested/tagged every 12 months.
- Power boards must have overload protection.
- Report damaged cords immediately.
- Do not use double adaptors.

Inspection Log:

Date: _____ Equipment: _____ Status: _____ Signed: _____

Electrical safety is crucial in preventing fires, shocks, and equipment failures. Safe practices and regular inspections reduce downtime and protect employees from preventable harm.

Activity: Identify all the electrical appliances at your workstation. Check each cord for damage and ensure power boards are not overloaded.

OFFICEPG092025 – WORKPLACE HARASSMENT & DISCRIMINATION POLICY (2025)

Policy Statement:

We are committed to a workplace free from harassment, bullying, and discrimination.

Definitions:

- Harassment: Unwanted conduct causing intimidation.
- Bullying: Repeated unreasonable behaviour causing harm.
- Discrimination: Treating someone unfairly based on protected attributes.

Reporting Procedure:

1. Report to manager or HR.
2. Incident formally documented.
3. Investigation conducted within 14 days.
4. Confidentiality maintained.

Acknowledgement:

Signature: _____ Date: _____

A respectful workplace ensures every employee feels safe, included, and valued. Clear policies and reporting procedures prevent conflicts and support a fair, professional culture.

Activity: Reflect on your workplace interactions. Write down one action you can take to support a respectful and inclusive environment for colleagues.

OFFICEPG102025 – RISK ASSESSMENT TEMPLATE FOR OFFICE ENVIRONMENTS (2025)

Task/Area Assessed: _____

Assessor Name: _____ Date: _____

Hazards Identified:

-
-
-

Potential Consequences:

- ☐ Minor injury (first aid required)
- ☐ Major injury (medical treatment required)
- ☐ Critical injury (long-term harm or fatality)

Likelihood of Occurrence:

- ☐ Unlikely
- ☐ Possible
- ☐ Likely

Overall Risk Rating:

- ☐ Low
- ☐ Medium
- ☐ High

Control Measures:

-
-
-

Person Responsible for Controls: _____

Date Implemented: _____

Review Date: _____

Guidance:

Risk assessments are a practical tool to protect staff by identifying hazards, evaluating risks, and applying appropriate controls. In office settings, hazards may include ergonomic issues (poor workstation design), electrical risks (damaged cords, overloaded power points), or physical hazards (blocked walkways, unstable shelving). A systematic approach ensures risks are not overlooked and control measures are reviewed regularly.

Activity:

Choose one office task (e.g., using a photocopier, climbing a step ladder, handling files). List at least two potential hazards for that task, identify the likely consequences, rate the overall risk as Low, Medium, or High, and propose at least one control measure for each hazard.