



Key Messages

Clerical

DEVICES - KEEPING PATIENTS AND STAFF SAFE

Occupational Health & Safety

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2

Week 1

Head upright or inclined slightly forward in a relaxed position

Shoulders relaxed

Elbows and arms close to the body

Forearms horizontal, wrists in a natural comfortable position

Lower back is supported

Thighs parallel to the floor

Feet adequately supported



Check monitor is at your customised eye line

Privacy and confidentiality



Maintain patient confidentiality at all times as the EMR contains sensitive patient information

- ▶ Minimise the screen or lock the computer when not using
- ▶ Log out of programs when you are not using them

Hygiene



At the start and end of each shift

- ▶ Wipe down the keyboard/mouse using hospital approved disinfecting wipes
- ▶ Perform hand hygiene



The Digital Health information site contains further details on the above, including resources, news and updates.
digitalhealth.wh.org.au

