



## Office Breaks and Conservation Techniques Policy and Procedure

### Policy Statement

Bounce Fitness is keen on maintaining good health and safety not only of its customers and trainers but also to everyone working hard behind the scenes. Bounce Fitness created this Break and Conservation Guide to help the Bounce Fitness Team working inside the offices maintain their wellness while working at their desks. Bounce Fitness wishes to care for the health of the planet by reducing our carbon footprint.

### Policy

1. Bounce Fitness staff are required to take movement breaks if undertaking keyboard duties.
2. Bounce Fitness will use recycled materials and using power-saving modes on equipment.

### Procedure

1. Employees must attend Workplace Health and Safety (WHS) training at induction
2. Work periods and breaks are undertaken by staff and include:
  - 2.1 It is recommended that operators avoid spending more than five hours a day on keyboard duties and no longer than 50 minutes per hour without a postural/stretching break
  - 2.2 Computer related tasks can be interspersed with non-computer related activities.
  - 2.3 Employees must mix of repetitive with other activities,
  - 2.4 Employees should take exercise breaks to stretch and move.
3. Conservation techniques will include:
  - 3.1 Utilising power-save options for equipment
  - 3.2 Recycling used and shredded paper
  - 3.3 Printing is to duplex - double-sided paper
  - 3.4 Re-using paper for rough drafts (observing confidentiality requirements)
  - 3.5 Turning off lights and electrical equipment when not in use
  - 3.6 Monitoring water usage by turning off taps