

 <p><b>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</b></p> <p><b>OFFICE ENVIRONMENTS PROTOCOL</b></p>	<p><b>OFFICE ENVIRONMENTS STANDARDS</b></p>	<p><b>Policy 5.1.15 Protocol 1</b></p>
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## OBJECTIVE

1. All Bay of Plenty District Health Board (BOPDHB) office environments will be maintained in a manner that ensures ergonomic safety and is aesthetically pleasing.
2. Office floors and walkways will be kept clear of clutter, loose cords and trip hazards.
3. Public notice boards will be limited to one (1) board per ward / department. Notice boards in shared areas will be approved by the relevant Department Manager.

## PURPOSE

1. To create an environment that is clutter free, restful and aesthetically pleasing.
2. To guide staff with the placement of art work / notices / Taonga.
3. To ensure that only appropriate information is displayed on notice boards.
4. To create a working environment that is user friendly, ergonomically safe and recognises confidentiality requirements.

## STANDARDS TO BE MET

1. Workspaces must not be cluttered with personal items to the extent that they interfere with safety and efficient work flows.
2. All items on display in offices must be appropriate to the department.
3. The department manager will be the final determiner of what is appropriate to display and, what is excessive clutter.
4. Notice boards or other items to be permanently affixed to office walls must be placed by Property Services.
5. Notice boards should be kept neat, tidy and only display current messages. The management and maintenance of office notice boards is the responsibility of the relevant department manager.
6. Items displayed on the walls are to be affixed in a manner that will not cause damage to the walls. Methods of affixing items such as drawing pins and cellotape are not permitted.
7. Any personal unframed pictures (for example children's art work) should be attached to a notice board where possible. If this is not possible they should only be attached to walls in a manner that will not damage or mark the wall.

## ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.1.15 Office Environments
- Bay of Plenty District Health Board policy 5.1.14 Clean Walls in Public Areas
- Bay of Plenty District Health Board policy 2.2.3 Signage

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<p>Protocol Steward: GM Governance &amp; Quality</p>	<p>Authorised by: GM Property Services</p>	