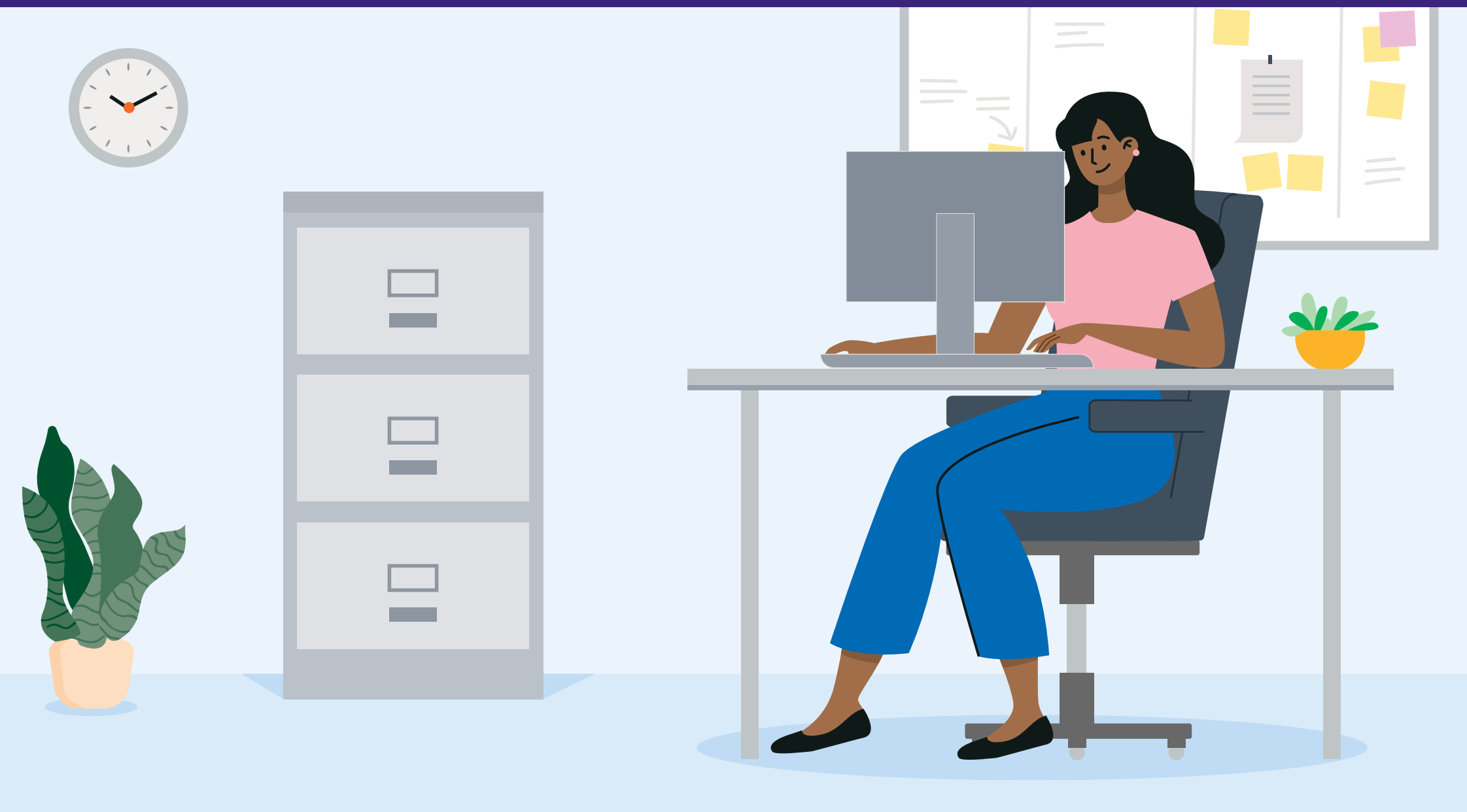


# Conducting administration tasks



It's important that your workspace is fit-for-purpose to conduct administration tasks. It should be uncluttered and comfortable to use.

The risks and solutions to help prevent workplace injuries in early childhood education and care are:

## Risks

- Slips, trips and falls.
- Musculoskeletal Disorders (MSDs) like sprains and strains.

## Solutions



- Dedicate an area for administration tasks separate from children's spaces.
- Ensure the space is set up with appropriate furniture, equipment, technology, lighting and airflow.
- Take regular breaks.

For more info and solutions visit [safework.nsw.gov.au](https://safework.nsw.gov.au)

🔍 early childhood education and care