



The below information and resources are provided to help inform your planning for making 2022 a great year!	
What do I need to do?	Resources and support
Familiarise yourself with your local area COVID Pathway plan.	<ul style="list-style-type: none"> • COVID-19 advice - ANU • COVID Pathway to 2022 - ANU
Activate or reactivate your parking permit or set a reminder to do so.	<ul style="list-style-type: none"> • Parking options on Acton campus - Staff Services - ANU
Check public transport timetables for changes to your usual routes.	<ul style="list-style-type: none"> • Timetables - Transport Canberra (act.gov.au)
Plan for safely transporting equipment (e.g. office chairs, keyboards, mouse and monitors) back to the office. Consider any manual handling hazards and risks associated with transport and discuss solutions with your supervisor.	<ul style="list-style-type: none"> • Contact your local WHS Team Or email whs@anu.edu.au • Information on safe manual handling - Lifting, pushing & pulling - Staff Services - ANU • Information on managing risk - Manual tasks risk management - Staff Services - ANU
If you are a supervisor, reach out to new staff who have not been on campus before to discuss parking, access, ID/security etc. for day one. Support can also be provided to staff and supervisors by the ANU Provisioning team.	<ul style="list-style-type: none"> • Contact the Provisioning team provisioning.team@anu.edu.au
<p>If you want to continue working in a hybrid or off campus arrangement, discuss this with your supervisor to determine if this meets local area business needs. Complete or update your Off Campus Workstation Assessment and Individual Flexibility Agreement in HORUS.</p> <p>If you have concerns about returning to campus in 2022 that relate to your health and wellbeing or that of your family members (i.e. immune compromised) then please start the conversation with your supervisor now about working arrangements in 2022.</p>	<ul style="list-style-type: none"> • Instructions for HORUS forms - Individual Flexibility Agreement - Staff Services - ANU • Information Sheet – Working from Home • Information Sheet - Setting Up a Home Based Workstation • Ergonomics - Video on home workstation set up for adults and children



For your wellbeing	
Reflect on new habits that helped you during your time off campus and consider how you might incorporate them into an on campus work day.	
Plan your first week back allowing extra time to implement new processes, meet new team members and reconnect with your teams. Ensure regular breaks. The return to campus, however eagerly awaited, may be tiring. Consider this in your plans and be gentle with yourself.	<ul style="list-style-type: none"> • Information Sheet – Healthy Sleep • Safe Work Australia - managing-the-risk-of-fatigue.pdf (safeworkaustralia.gov.au)
As soon as possible, start to adjust your daily routine (e.g. sleep/wake times) to suit working on campus. Practice a commute (e.g. A walk around the block at your usual commuting times) to help restore daily rhythms.	<ul style="list-style-type: none"> • Related - Information Sheet – Wellbeing during the Transition Out of Lockdown
On your return to campus	
What do I need to do?	Resources and support
Reorient yourself to the workplace. Moving around the work area and reminding yourself where everything is can help to prevent bumps, trips and falls and make for smoother work flows.	
Check that you have all required workstation equipment including chair, monitor, mouse and keyboard. If items are missing communicate with your supervisor to arrange replacements.	<ul style="list-style-type: none"> • To replace a chair, arrange an appointment at the ANU Chair Trial room - whs@anu.edu.au • IT equipment - Service Portal - ANU - “Request Something”
Readjust your workstation to ensure that the chair, work-surface and equipment are within easy reach and at appropriate heights to maintain healthy and comfortable work activity. If you have any questions or concerns after reviewing the Information Sheet for setting up your workstation, engage with your local Occupational Strains Liaison Officer (OSLO) who can provide assistance.	<ul style="list-style-type: none"> • Information Sheet – Setting up your computer workstation • Pulse Setting Up Your Workstation (interactiontraining.net) • Information Sheet – Sit Stand Workstations • Workstation self assessment checklist • Request an OSLO assessment - Occupational Strains Liaison Officer Network - Staff Services - ANU



Review your local areas Key Emergency Contacts list in your building as they may have changed since you were last on campus. In particular, check who your Emergency Wardens and First Aid Officers are.	
Consider your leave across the year to ensure you've got breaks (long or short) to look forward to and time to recharge after busy work periods.	<ul style="list-style-type: none">• Take a breath, take a break - Staff Services - ANU
Get support early, if you are feeling in any way overwhelmed, fatigued or worried by the return to campus, discuss this with your supervisor or reach out for support from the Employee Assistance Program or our Advisors to Staff or ANU Counselling.	<ul style="list-style-type: none">• Employee Assistance Program - Staff Services - ANU• ANU Counselling - ANU