

OFFICE SAFETY AWARENESS



What are some of the hazards we encounter in offices?

- Ergonomic issues
- Fire & Evacuation
- Electrical Cords & Equipment
- Heat-generating sources
- Hand & powered tools & equipment
- Office machines
- Office chemicals
- Slips, trips, and falls
- Housekeeping
- Furniture and layout
- Motor vehicle accidents

What is *Computer Ergonomic*?



Computer ergonomics- is the discipline of matching the task to the worker using the most appropriate equipment to optimize human well being and overall performance.

WORKSTATIONS

- **DESIGNED TO REDUCE EXCESSIVE BENDING AND STRETCHING.**
- **GOOD HOUSEKEEPING IS ESSENTIAL.**
- **NEVER STORE ITEMS UNDER YOUR DESK.**
- **NEVER STORE ITEMS ON TOP OF CUPBOARDS.**
- **NEVER LEAVE DESK AND/OR FILING CABINET DRAWERS OPEN.**





CHAIRS AND DESKS



- **GOOD LOWER BACK SUPPORT**
- **ADJUSTABLE - KNEES AND HIPS ARE LEVEL.**
- **CHAIRS ON CASTORS MUST HAVE 5 LEGS**
- **IF YOUR DESK IS TOO HIGH, COMPENSATE BY RAISING THE SEAT HEIGHT OF YOUR CHAIR**
- **NEVER STAND ON THE CHAIR TO REACH ANYTHING, PARTICULAR IF THE CHAIR HAS WHEELS OR IS OF THE SWIVEL KIND.**

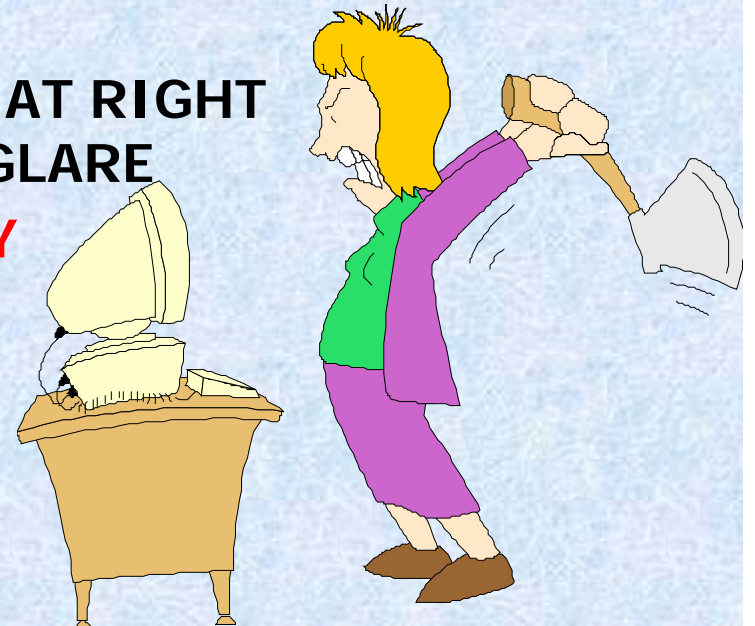


COMPUTERS

- **A BADLY POSITIONED COMPUTER NOT ONLY MAKES THE USER UNPRODUCTIVE, IT ALSO CAUSES DISCOMFORT.**
- **IF THE MONITOR IS BADLY POSITIONED THE USER WILL PROBABLY SUFFER EYESTRAIN, HEADACHES, STIFF NECK AND SHOULDERS, AND BACKACHE.**
- **THE MONITOR SHOULD BE PLACED DIRECTLY IN FRONT OF THE USER TO OPTIMISE A VISUAL RANGE OF 30° IN ANY DIRECTION**
- **THE SCREEN SHOULD BE 45-60 CM AWAY FROM THE USER'S EYES**

COMPUTERS

- THE TOP OF THE MONITOR SHOULD BE AT EYE LEVEL TO AVOID NECK STRAIN
- THE KEYBOARD SHOULD BE DIRECTLY IN FRONT OF THE USER
- THE USER'S ELBOWS SHOULD BE BENT AT A 90 degree ANGLE
- THE BACK OF THE KEYBOARD SHOULD BE SLIGHTLY ELEVATED TO ALLOW THE USER'S WRISTS TO BE IN A NEUTRAL POSITION
- THE SCREEN SHOULD BE POSITIONED AT RIGHT ANGLES TO THE WINDOW TO AVOID GLARE
- **BACK-UPS MUST BE DONE REGULARLY**





The distance and the angle between you and the VDT should be adjustable

The top of the screen should be at eye level

Personal task lights should be used to bring proper lighting to your paperwork

Your mousing elbow should be close to the body

Your forearms should be parallel to the floor and your wrist in a neutral posture

The screen should be free of glare and reflection, and should tilt and pivot

Your arms should be supported and a palm rest made available

The angle between your torso and legs should be greater than 90 degrees

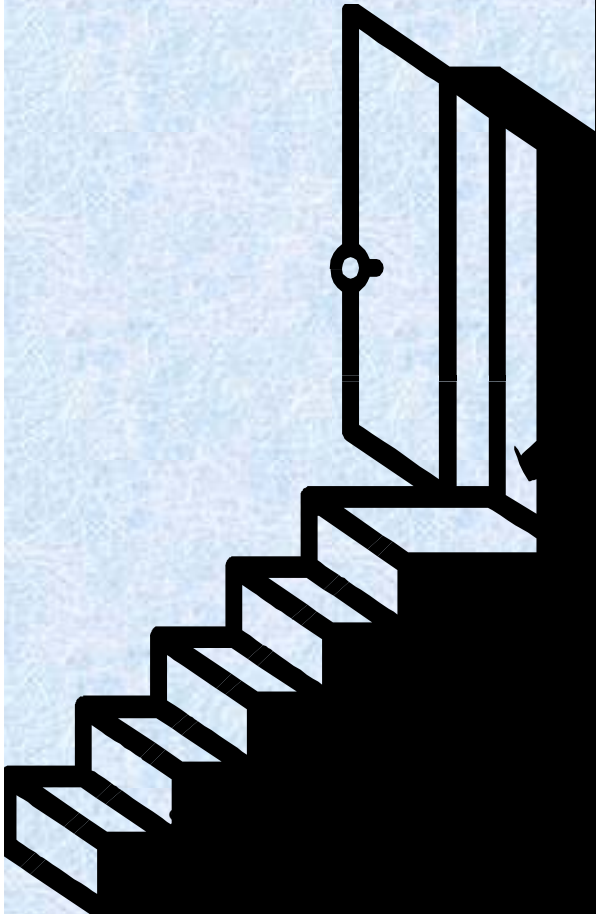
Your chair should be adjustable in height and tilt

A CPU can be stored under the desk to clear the worksurface

Your feet should be placed flat on the floor or on a footrest

FIRE PROCEDURE

1. Go Out Room 328 and go left down towards purple lockers .
2. Down those steps!
3. Out the Doors
4. Out to the back of the parking lot on the Grass



Use of a Fire Extinguisher (**PASS** System)

- **P**ull the pin
- **A**im at the base of the fire
- **S**queeze the handle
- **S**weep from side to side



ELECTRICAL **SAFEGUARDING**

- **CABLES!!!!!!**
 - **LOOSE LYING CABLES CAN CAUSE**
 - **A TRIPPING HAZARD**
 - **ELECTROCUTION**
 - **PEOPLE CAN HOOK ON CABLES AND PULL EXPENSIVE EQUIPMENT FROM TABLES**
 - **THEY ARE UNTIDY**
 - **IT IS YOUR RESPONSIBILITY TO GET THE MAINTENANCE DEPARTMENT TO FIX THEM.**

ELECTRICAL SAFEGUARDING

- **NO UNAUTHORISED PERSON MAY TAMPER WITH ANY ELECTRICAL APPLIANCE OR DISTRIBUTION BOARD.**
- **DO NOT OVERLOAD SOCKETS. ASK FOR AN ADDITIONAL POINT TO BE INSTALLED**
- **IF A MACHINE TRIP OR AN ELECTRICAL CABLE BECOME WARM TO THE TOUCH, IT MUST BE DISCONNECTED AND REPORTED WIHTOUT DELAY**
- **CABLE AND EXTENSION CORDS SHOULD NOT BE RUN UNPROTECTED BENEATH CARPETING NOR SHOULD THEY SPAN WALKWAYS WITHOUT BEING SECURED IN AN ENCAPSULATION DEVICE.**

ELECTRICAL SAFEGUARDING

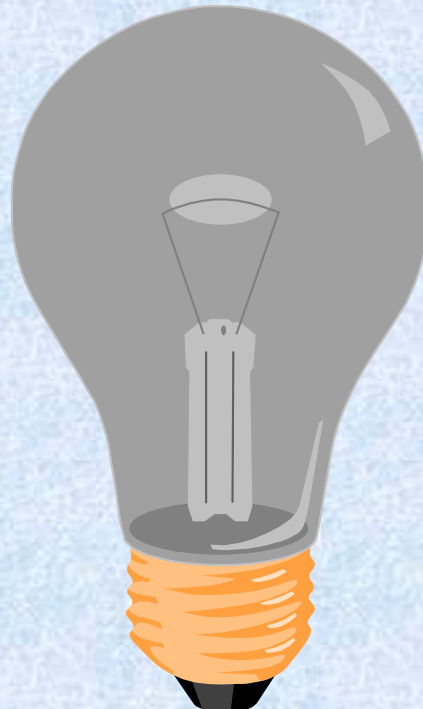
- **DO NOT USE TAPED JOINTS TO CONNECT CABLES SINCE THEY DON'T HAVE SUFFICIENT INSULATION OR PROTECTION FROM LIQUIDS.**
- **DO CARRY OUT YOUR OWN VISUAL INSPECTIONS OF PLUGS AND LEADS AND GET THEM REPAIRED AS NECESSARY.**
- **LOOK OUT FOR:**
 - **PHYSICAL DAMAGE TO THE CABLE**
 - **DAMAGE TO THE PLUGS**
 - **INSECURE CONNECTIONS TO THE PLUG**
- **DO SWITCH OFF EQUIPMENT BEFORE UNPLUGGING AND BEFORE CLEANING**

Lighting

- Areas that are not lit adequately, or are lit too much, can cause headache, strain, and fatigue.
- Color play a big role in eye fatigue.
- Use adjustable task lighting for tasks that require greater illumination.
- Take visual “breaks” every 30 minutes.

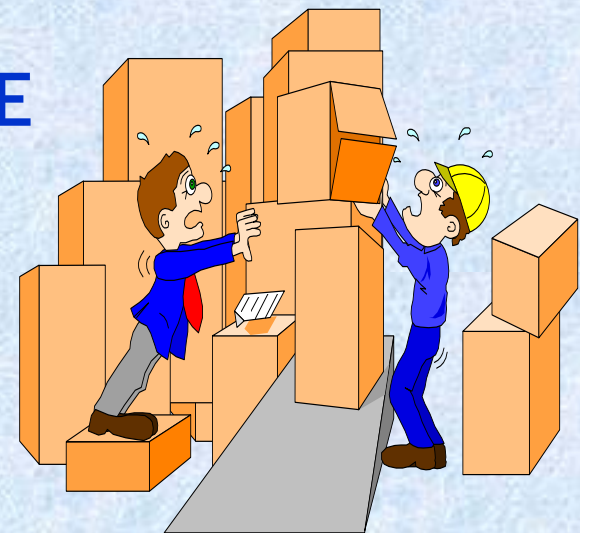
LIGHTING

- MUST ALLOW NO EYE STRAIN
- ELIMINATE GLARE AND REFLECTION



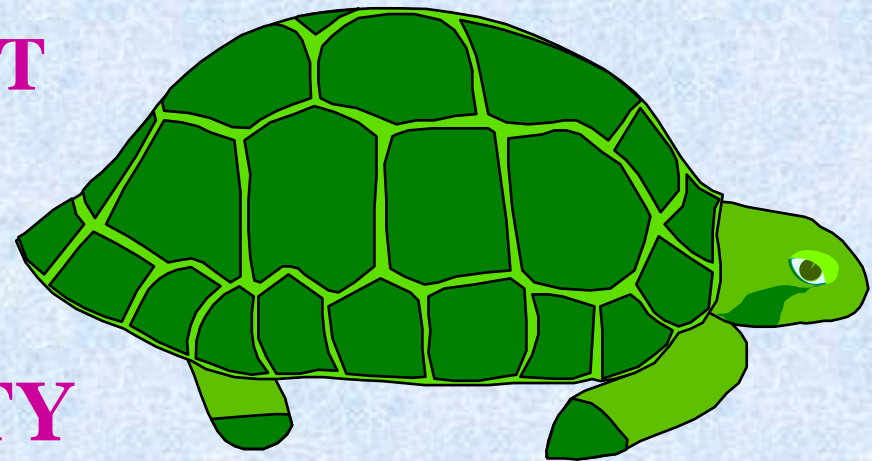
STACKING AND STORAGE

- **LIGHT OBJECTS STORED ON TOP AND HEAVY OBJECTS IN THE BOTTOM - ALSO IN FILING CABINETS.**
- **BOXES, FILES AND OTHER HEAVY ARTICLES MUST NOT BE STACKED ON TOP OF CABINETS, CUPBOARDS OR WINDOW SILLS.**
- **KEEP PASSAGES CLEAR AND FIRE FIGHTING EQUIPMENT UNOBSTRUCTED.**



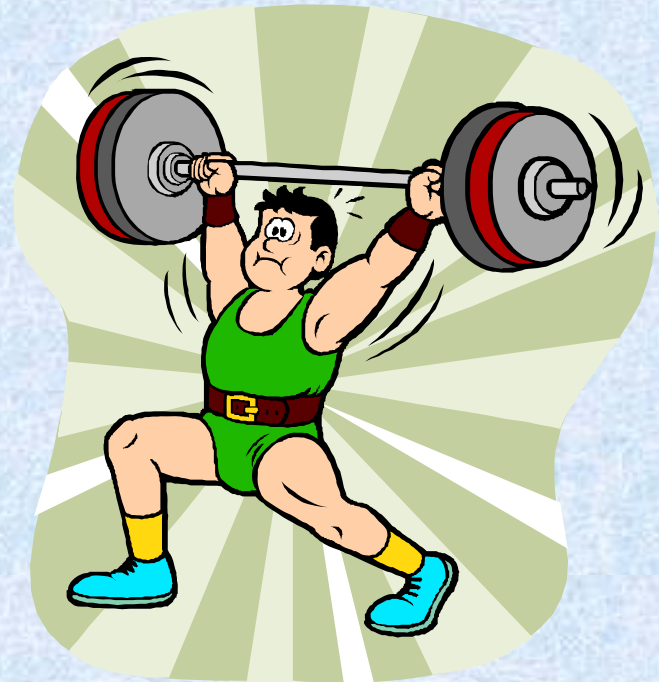
BACK INJURIES

- **STRESS**
 - SLOW
 - LONG TERM EFFECT
- **STRAINS**
 - ACUTE
- **REDUCED MOBILITY**
- **REDUCED EMPLOYMENT SCOPE**
- **REDUCED PRODUCTIVITY**



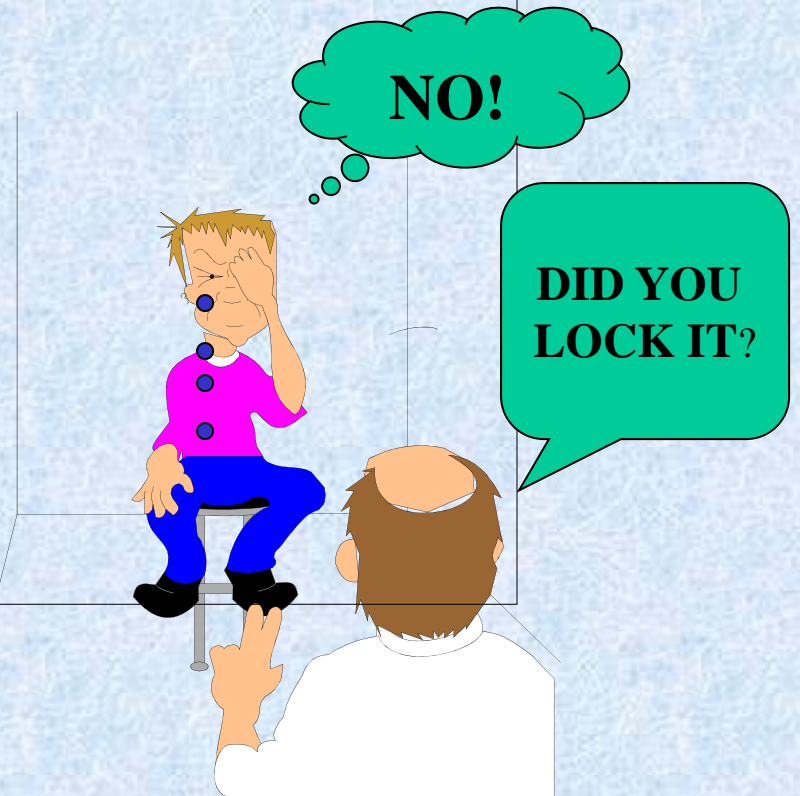
MANUAL HANDLING

- **SIZE & SHAPE**
- **WEIGHT**
- **WORK STATION DESIGN**
- **VOLUME PER SHIFT**




OFFICE SECURITY

- DON'T TEMP OTHER PEOPLE!!!
- LOOK AFTER YOUR VISITORS AND SUB-CONTRACTORS



Slips, Trips, & Falls



The #1 cause
of office
Employee
injuries!!

- Keep aisles clear
- Don't stand on chairs
- Use handrail on stairs
- Sensible Shoes
- Wipe up Spills
- Walk don't Run
- Report anything that needs to be fixed

SLIPS, TRIPS AND FALLS

- **PREVENT THEM BY REMEMBERING THE FOLLOWING:**
 - **DO NOT ALLOW CABLING TO CREATE A TRIPPING HAZARD**
 - **CLEAR UP SPILLAGES QUICKLY**
 - **DO NOT BLOCK PASSAGEWAYS**
 - **KEEP OFFICE AREAS CLEAN**
 - **KEEP STACKING AND STORAGE AREAS SAFE**

SLIPS, TRIPS AND FALLS

WATCH OUT FOR:

- WORN OR LOOSE CARPETS**
- BROKEN STAIR TREAD EDGES**
- CHIPPED FLOORBOARDS AND TILES**
- WATCH WHERE YOU WALK!**
- HIGH HEELS**
- PICK UP OBJECTS THAT FALL - PENCILS
ETC**

STAIRS

- **DISTRACTION ON STAIRS**
- **TAKE ONE STEP AT A TIME**
- **DON'T LOAD YOUR ARMS SO FULL OF MATERIALS THAT YOU CAN'T SEE**
- **KEEP ONE HAND ON THE HANDRAIL**
- **DON'T CONGREGATE ON STAIRS OR LANDINGS**
- **KEEP STAIRS WELL LIGHTED**

FILING CABINETS

- **CLOSE THE DRAWERS!**
- **DON'T OPEN ALL THE DRAWERS AT THE SAME TIME**
- **USE THE HANDLE TO CLOSE THE DRAWER**



OFFICE MACHINES

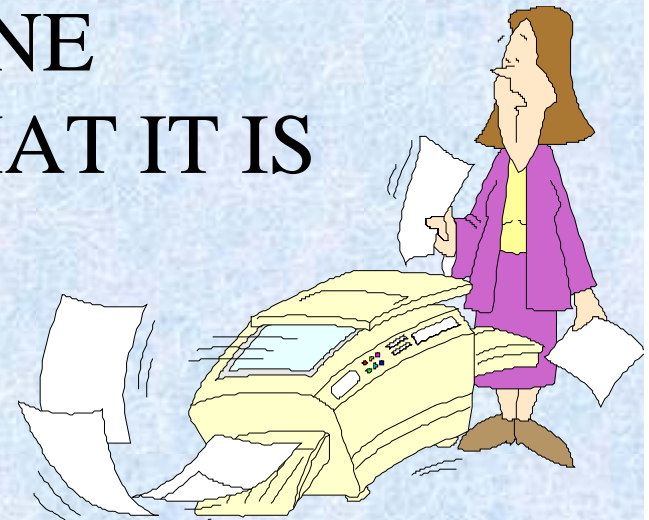
- **LEARN HOW TO OPERATE THEM SAFELY BEFORE YOU USE THEM**
- **LOOSE CLOTHING, JEWELLERY, LONG FLOWING HAIR TO BE KEPT OUT OF MACHINES.**
- **KEEP HANDS AND FINGERS CLEAR OF PAPER INLET AT THE SHREDDER.**
- **SWITCH THE MACHINE OFF BEFORE TRYING TO CLEAR A BLOCKAGE.**

OFFICE MACHINES

- IF YOU NOTICE A TINGLING SENSATION WHEN TOUCHING A MACHINE OR SEE SMOKING OR SPARKING, UNPLUG IT IMMEDIATELY AND REPORT IT!



- PUT A SIGN ON THE MACHINE INDICATING TO OTHERS THAT IT IS OUT OF ORDER



FIRST AID BOX

- **MAKE SURE YOU KNOW WHERE THE BOX IS.**
- **ENSURE THAT A FIRST AIDER IS AVAILABLE.**
- **ENSURE THE BOX IS WELL STOCKED.**

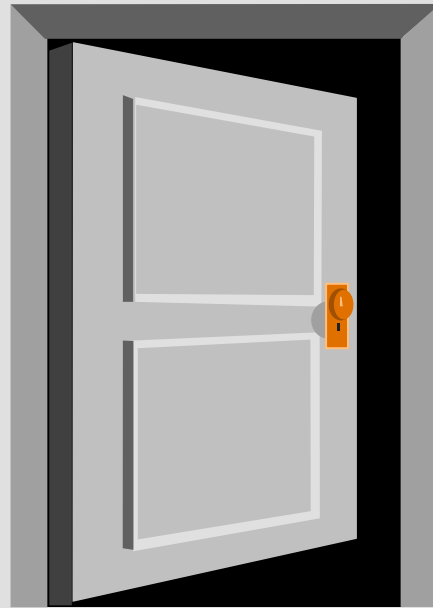
KEEP YOUR HEAD!



DO NOT PANIC!

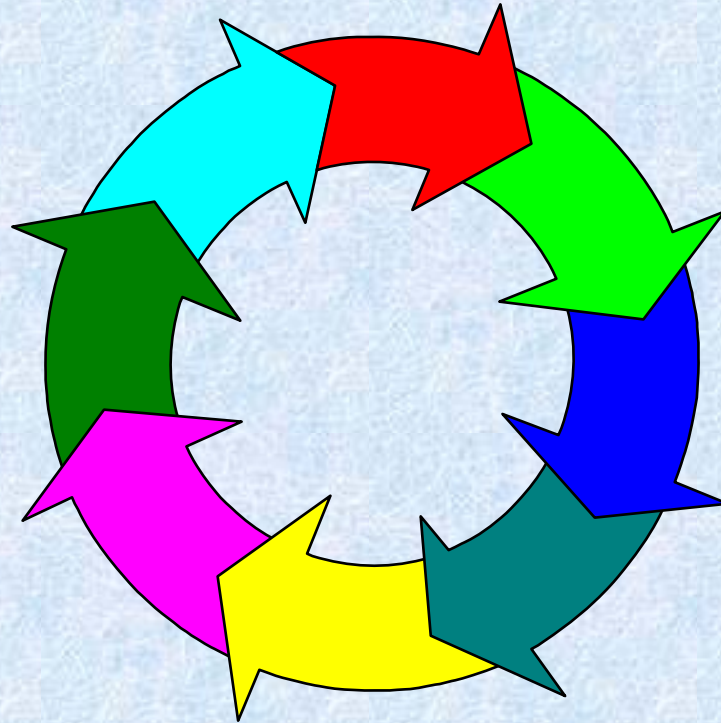
8/26/2016

PREVENT CHAOS!



**DO NOT RUN, BUT WALK AS
RAPIDLY AS POSSIBLE TO
THE NEAREST EXIT (OR AS
INSTRUCTED)**

KNOW THE EXITS!



**ENSURE EASY ACCESS
TO THE SAFEST WAY
OUT!**

8/26/2016

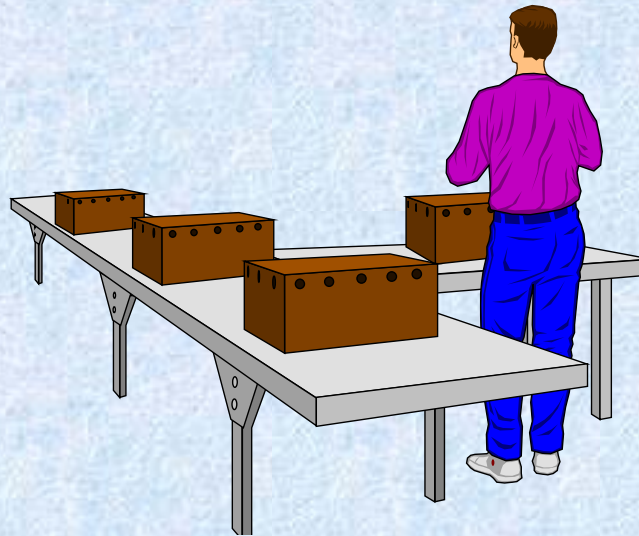
KNOW HOW TO REPORT!



**USE CORRECT ALARMS AND
NOTIFY RESPONSIBLE
KEYPERSONNEL WITHOUT
DELAY!**

8/26/2016

FOLLOW INSTRUCTIONS!

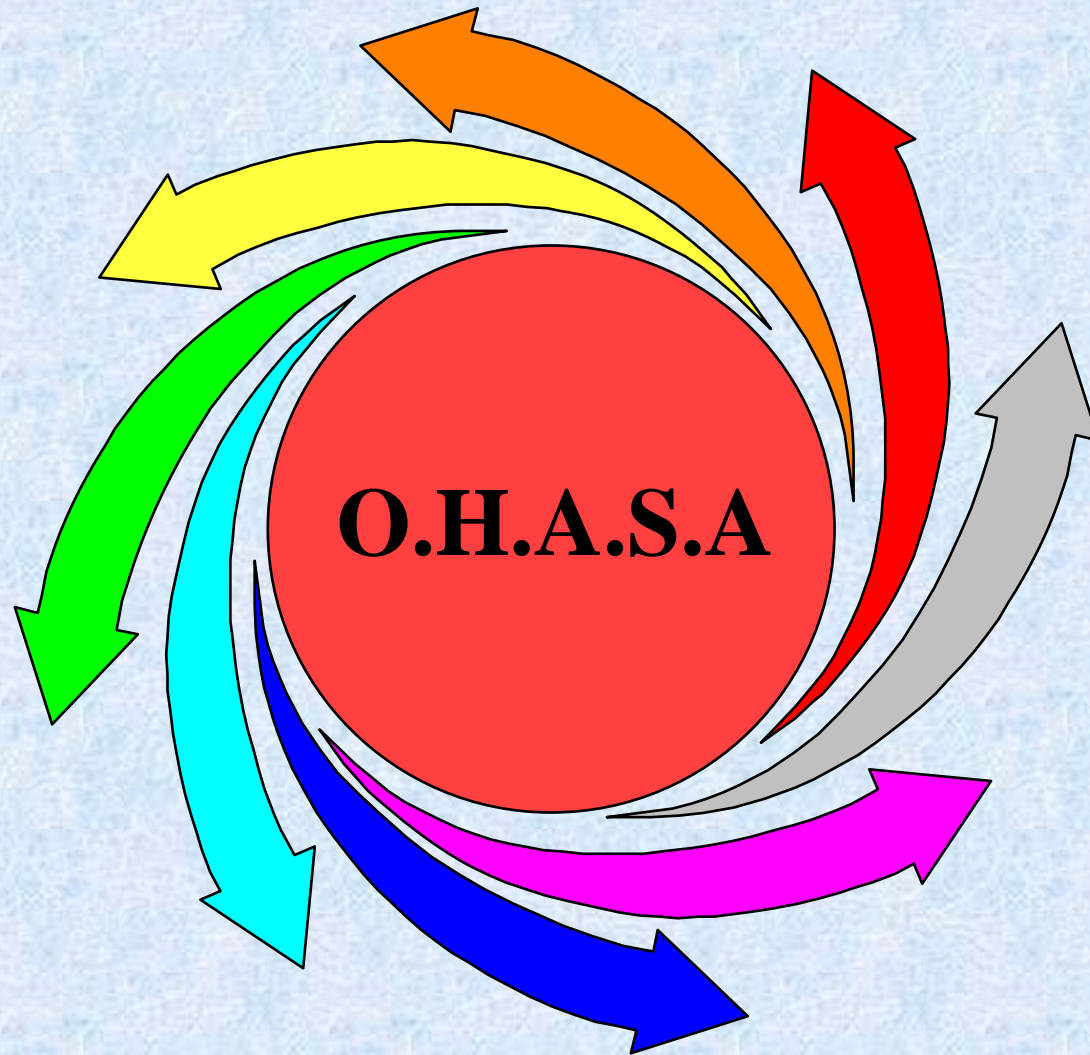


**STAY AT WORKPLACE AND ADHERE
TO ANY INSTRUCTIONS THAT ARE
GIVEN**

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HEALTH

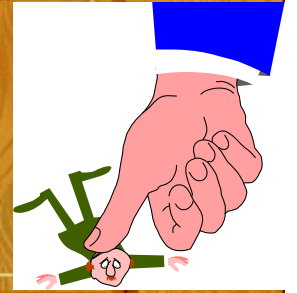
MANAGEMENT



SAFETY

EMPLOYEES

LEGISLATION



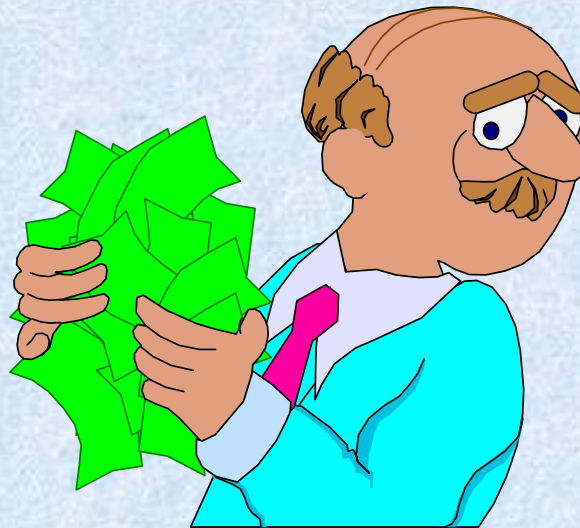
FINES

100,000 AND/OR

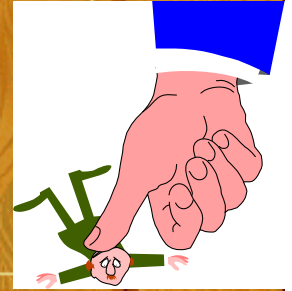
TWO YEARS

IMPRISONMENT

GENERAL DUTIES OF EMPLOYERS
(MANAGEMENT):



LEGISLATION -O.H.A.S.A.



SECTION 8

DUTIES OF EMPLOYERS TO THEIR EMPLOYEES

TRAIN
EVERYONE
IN EVERYTHING

DO A RISK
ASSESSMENT OF
ALL WORK &
PROCESSES

PROVIDE &
MAINTAIN A
SAFE & HEALTHY
WORKING ENVIRONMENT

PROVIDE
PROTECTION





THE GENERAL
DUTIES OF
EMPLOYEES.

LEGISLATION -O.H.A.SA.

SECTION 14: GENERAL DUTIES OF EMPLOYEES AT WORK

CO-OPERATE

OBEY SAFETY
RULES

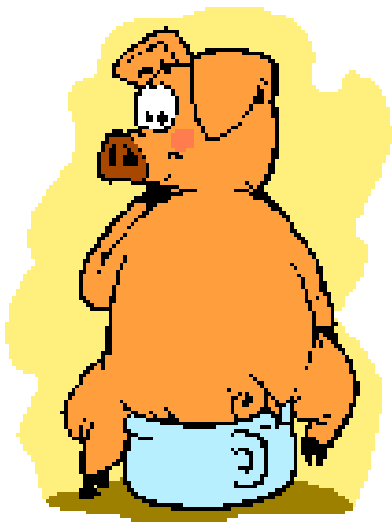
DO NOT HARM
SELF & OTHER
(HEALTH & SAFETY)

REPORT!



HYGIENE FACILITIES

- **KEEP THEM CLEAN.**
- **LEAVE THEM IN THE SAME CONDITION AS YOU WOULD LIKE TO FIND THEM.**





**SAFETY IS
A RIGHT
NOT
A PRIVILEGE**

**ONLY WORK ON EQUIPMENT
IF YOU ARE AUTHORIZED
TO DO SO!**





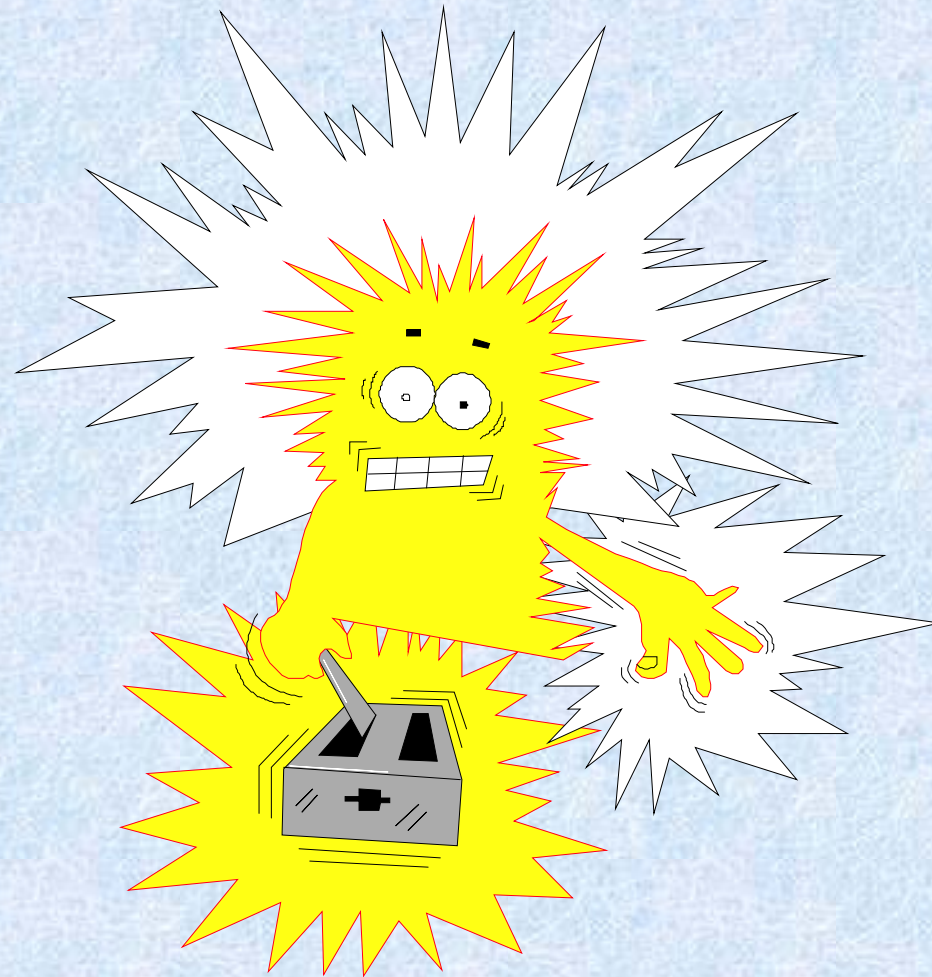
**WATCH OUT
FOR UNSAFE
CONDITIONS**

**REPORT
THEM**



**USE CORRECT
LIFTING METHODS!
BEND YOUR
KNEES!**

**DON'T WORK ON
ELECTRICAL EQUIPMENT
IF YOU ARE NOT QUALIFIED**



**NO FOOLING,
TEASING
FELLOW
EMPLOYEES**





QUESTIONS???

“Modify the workplace, not the individual”

Computer Ergonomic Checklist

- Chair must be comfortable and adjustable
- Chair should be on rollers to allow for proper positioning, and re-positioning
- Chair should not have arms, or should have arms that fold down
- Computer monitor should be right in front of chair, not to the side
- Keyboard should be in keyboard tray so that arms are level when typing
- Monitor should be large, a flat screen monitor is preferred over a CRT
- Monitor should not have glare, install curtains or a glare screen if necessary
- Arm should not rest on a sharp corner or edge of desk
- Lighting should be plentiful, sunlight and florescent light is preferred over incandescent
- Work area should not be cluttered
- A foot rest should be used by persons whose legs do not adequately reach the ground
- Noise should be kept to a minimum
- An ergonomically designed keyboard and mouse should be considered
- Use a phone headset to free up hands and prevent cradling the phone with the neck