

Basic Office Safety

<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created:</b>	<b>Date of Last Revision</b>

<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Repetitive Motions	Steel toed boots	
MSI Injuries		
Vibration		
Slips, Trips & Falls		

**Safe Work Procedure:**

- 1) Use good lifting techniques. When possible, modify the work areas so routine lifting from high or low levels is not necessary.
- 2) Plan moves and path of travel when you are going to move something. Clear obstacles away before you begin
- 3) Get close to the object you are lifting, squat down to it, and bring the load against your body
- 4) Do not twist or jerk when lifting. Lift with your legs, maintaining the 3 natural curves of the spine Turn corners and change direction by moving your feet, not turning at the waist. Avoid carrying loads that block your view and take care when rounding corners. Get help when lifting heavier objects such as computers or boxes of paper
- 5) Sit with good posture, face your work directly and arrange your work area so the most frequently used items are within easy reach
- 6) Relax your hands occasionally by dangling them loosely from your wrists and shaking them. Force a yawn to relax tight facial muscles
- 7) Look away from paperwork or your monitor periodically to reduce eye strain. Relax your eyes by refocusing them for 15 seconds on a point at least 20 ft. away and then closing them for 15 seconds
- 8) Position your monitor and document at eye level and about an arm's length away
- 9) Move around, vary your work activities, and take frequent rest pauses during your shift

***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<p><b>Guidance Documents/Standards:</b></p> <p>MB Workplace Safety &amp; Health Act &amp; Regulations:</p> <p>4 General Workplace Requirements</p> <p>8 Musculoskeletal Injuries</p>	<p>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years</p>
	<p>Reviewed By WSH Committee:</p> <p>Date:</p>