

### SAFE WORK PRACTICE

<b>TITLE</b>	Office Safety
<b>GENERAL</b>	Protecting workers from injuries associated with office environment
<b>APPLICATION</b>	To ensure employees are aware of the potential and existing hazards in the office environment
<b>PROTECTIVE MECHANISMS</b>	Safe work procedures ERP (Emergency Response Plan) Manufacturers recommendations Local Legislation MSDS Working Alone Policy
<b>SELECTION AND USE</b>	As per safe work procedure ERP MSDS
<b>SUPERVISOR RESPONSIBILITY</b>	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Ensure you are conversant with emergency evacuation.</li> <li>2. Ensure that all electrical cords are in good condition and are not overloaded.</li> <li>3. Ensure that computer monitors are adjusted to correct height and kept clean.</li> <li>4. Ensure fans/space heaters are used to manufacturer specifications.</li> <li>5. Ensure floors and aisles are kept clear and not cluttered.</li> <li>6. Ensure that only one drawer of filing is open at one time and that drawers are closed when not in use.</li> <li>7. Ensure proper type of fire extinguisher is available.</li> <li>8. When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly.</li> <li>9. Operate microwave according to manufacturers specifications.</li> <li>10. Ensure coffee makers are used according to manufacturer specifications.</li> <li>11. Ensure photocopier is maintained according to manufacturers specifications.</li> <li>12. Ensure chairs are in good repair.</li> <li>13. Ensure rugs are kept clean and in good repair – free of tripping hazard.</li> <li>14. Ensure paper cutter blade is placed in closed lock position.</li> <li>15. Ensure all loose clothing is tied back when using paper shredder.</li> </ol>

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