



# OFFICE SAFETY ESSENTIALS

# CBC

CBC  
STAFF SELECTION



# Introduction

- ❖ Health and Safety at work is everyone's responsibility.
- ❖ It is important that you have a general understanding of safety and health
- ❖ The employer must ensure that your health and safety is not harmed in any way.

**AND**

- ❖ You must take responsibility for looking after your own health and safety , and not put others at risk.



# Safe Environment



- ❖ As an office worker you probably think you work in a safe environment.
- ❖ An Office seems far removed from the obvious dangers so often found in a factory or on a construction site.
- ❖ But if you assume that there are few health and safety concerns....

Then you are seriously mistaken



# Health & Safety

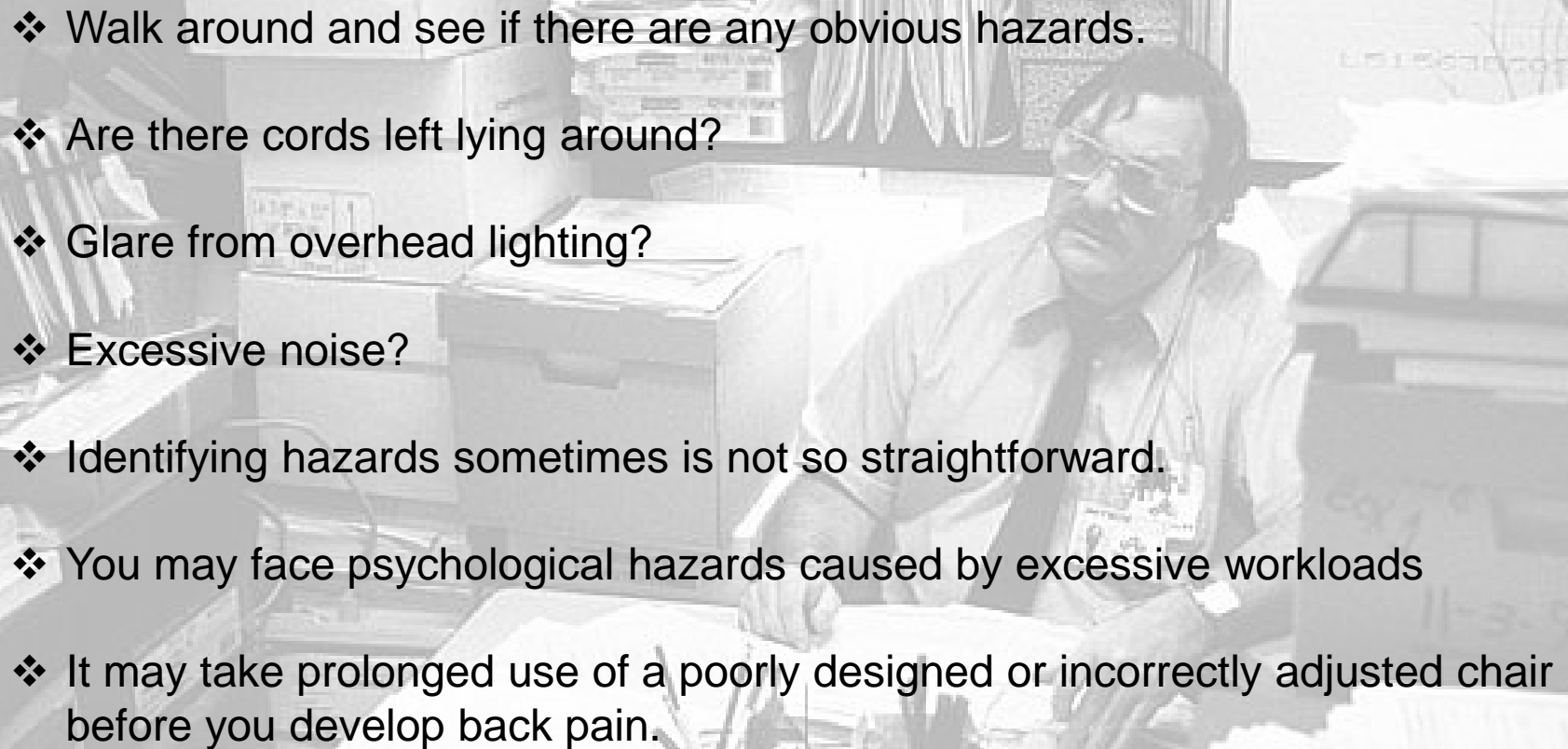
- ❖ Apart from any obvious physical dangers, your health and safety can also be affected by more subtle influences
- ❖ Poor workstation and task design...
- ❖ Stress...
- ❖ Uncomfortable Office environment.
- ❖ Whether you are a new employee or have worked in the same office for 20 years you must stay alert to potential dangers.

**Complacency, bad habits and carelessness are a recipe for trouble.**





# How Safe is Your Office?

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- ❖ Walk around and see if there are any obvious hazards.
  - ❖ Are there cords left lying around?
  - ❖ Glare from overhead lighting?
  - ❖ Excessive noise?
  - ❖ Identifying hazards sometimes is not so straightforward.
  - ❖ You may face psychological hazards caused by excessive workloads
  - ❖ It may take prolonged use of a poorly designed or incorrectly adjusted chair before you develop back pain.

Safe work practices are the responsibility of everyone



# Occupational Overuse Syndrome

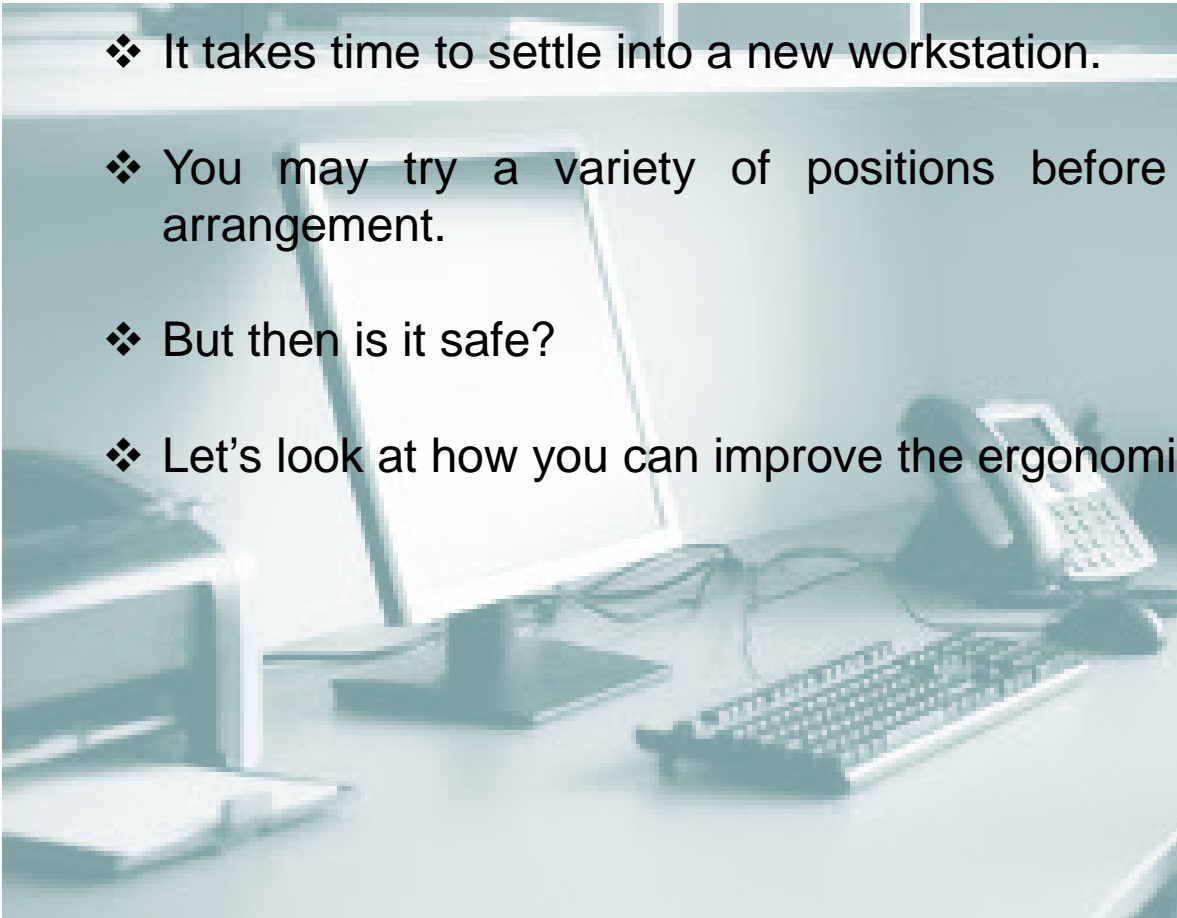
- ❖ OOS refers to a number of conditions where there is persistent pain in muscles, tendons or other soft tissues.
- ❖ OOS was previously referred to as Repetitive Strain Injury or RSI.
- ❖ It effects parts of the body subject to:
  - frequent or repetitive movements  
(such as operating keyboards for long periods).
  - forceful movements  
(such using a punch or a stamp)
  - postures that are held for long periods  
(such as looking at a computer screen that is too high).





# Your Workstation

- ❖ People come in all shapes and sizes and a good workstation should be ergonomically adjustable to meet the needs of the user.
- ❖ It takes time to settle into a new workstation.
- ❖ You may try a variety of positions before you are satisfied with the arrangement.
- ❖ But then is it safe?
- ❖ Let's look at how you can improve the ergonomics of your workstation.







# The Chair

Sit using the correct posture



## Seated posture

- ❖ Set the height so that your feet are comfortably flat on the floor with your thighs horizontal

## Backrest

- ❖ It is the lower region of your back that requires the most support
- ❖ Adjust the backrest to support the lower curve of the back/lumbar region
- ❖ Adopt a relaxed upright posture



# The Desk

- ❖ Ideally, the desk should be just below elbow height.
- ❖ If possible adjust the desk height.
- ❖ If your major task is reading or writing then you will require a desk which has a height just above elbow level.
- ❖ You must have sufficient desk space to carry out your tasks.
- ❖ Try organising your work layout so that the most frequently used objects are within easy range.

Arrange your work area





# The Keyboard

- ❖ Leave sufficient room to rest your hands during pauses in keying.
- ❖ Remember to keep hands and wrists in line with your forearm.
- ❖ Repeated turning and twisting of the neck can be a problem when typing.
- ❖ Use of a document holder will help.
- ❖ Ergonomically designed keyboards are now also available.

Start keyboard work slowly to warm up



# The Computer Monitor

- ❖ Should be roughly at arms length.
- ❖ The top of the screen should be level with your eyes.
- ❖ The most comfortable viewing zone is 30 – 40% below the horizontal.
- ❖ Glare can be a hazard and can cause eye strain.
- ❖ Tilt the screen, adjust the blinds, use a screen filter, move the workstation or reposition objects which emit reflective light to reduce glare.



Report any malfunctions in your equipment



# Safety around the Office



- ❖ Housekeeping can often be overlooked in a busy office environment.
- ❖ Poor housekeeping can lead to slips and trips, dangerous work situations and fire hazards.
- ❖ If a spill occurs then remember to clean it up immediately.
- ❖ Working in a clean and tidy office promotes safety and work efficiency.
- ❖ It makes the office a more pleasant place to be.



# Noise

- ❖ Relatively low noise levels, such as those in offices, typically average between 40 and 75 dB(A) over an 8 hour period.
- ❖ These noise levels depend on the interior construction and the activities carried out.
- ❖ Under these conditions, low levels of noise are not capable of causing noise induced hearing loss.
- ❖ They are capable of causing stress and other adverse health effects.

**People may experience noise related stress**



# Electrical Hazards

- ❖ Keep an eye out for electrical hazards.
- ❖ Damaged equipment, electric cords & plugs should not be used.
- ❖ Look out for overheating equipment
- ❖ Do not overload power points.
- ❖ Prevent water from spilling on electric equipment
- ❖ Always make sure the power is off before plugging in or unplugging equipment.

Electricity can be a killer



# Slips, Trips & Falls

## ❖ People in your office are less likely to have accidents when they:

- Stay alert at all times
- Do not run & cut around corners
- Use the handrails on the stairs.
- Take the lift when carrying a load, not the stairs
- Avoid carrying loads that hinder sight
- Keep aisles, stairs & walkways clear
- Do not place cords across walkways
- Clean up spills immediately



Take care and avoid risk





# Manual Handling

- ❖ **There are a number of important steps to follow whenever moving or carrying a load**
  - Plan the lift
  - Stand close to the load with feet apart for balance
  - Keep your back straight
  - Get a firm grip
  - Lift smoothly
  - Make sure that you can see clearly where you are going
  - Wherever possible use a mechanical aid.

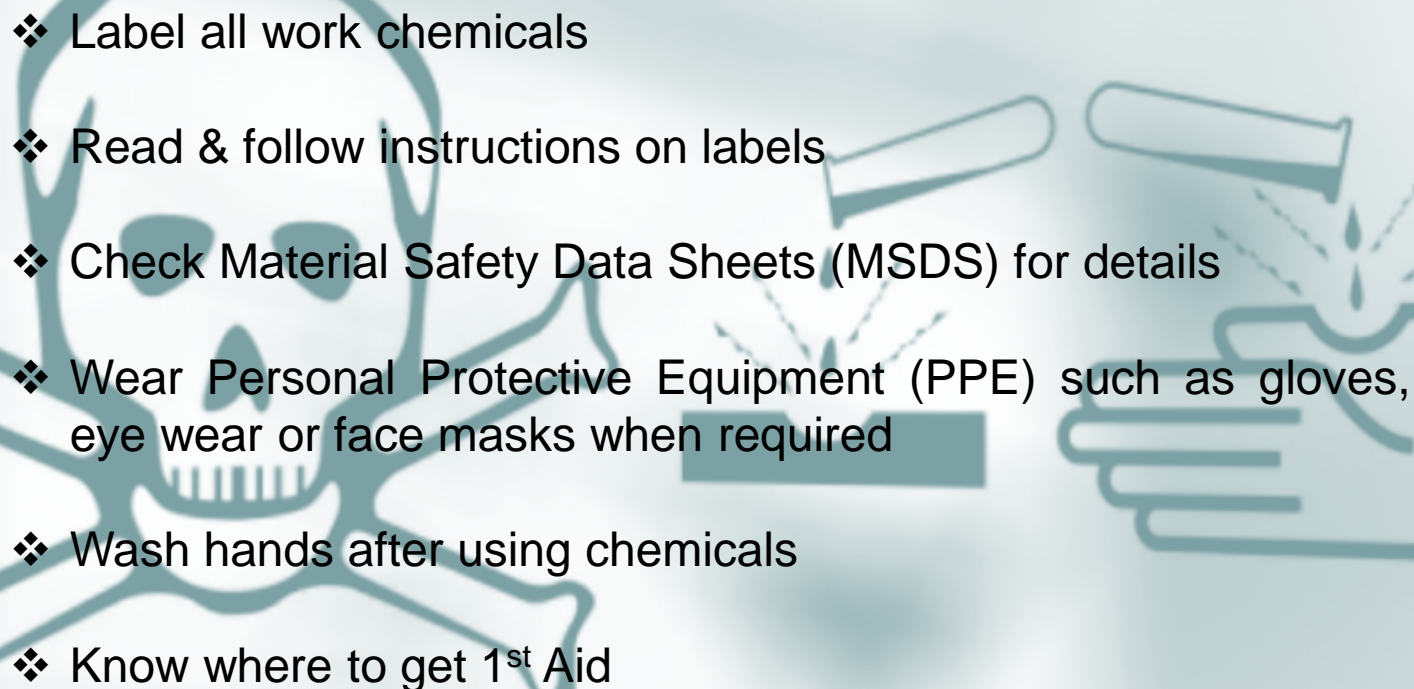
Take care of your back – it's the only one you've got



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# Hazardous Substances

- 
- ❖ Label all work chemicals
  - ❖ Read & follow instructions on labels
  - ❖ Check Material Safety Data Sheets (MSDS) for details
  - ❖ Wear Personal Protective Equipment (PPE) such as gloves, eye wear or face masks when required
  - ❖ Wash hands after using chemicals
  - ❖ Know where to get 1<sup>st</sup> Aid

Hazardous substances are dangerous

# Fire Emergency



IN FIRE  
EMERGENCY  
DO NOT USE  
ELEVATORS  
USE EXIT STAIRS

- ❖ In a fire emergency always remain calm.
- ❖ If possible turn off any electrical equipment.
- ❖ Shut doors to prevent smoke and flames from spreading.
- ❖ Raise the fire alarm.
- ❖ Call the fire brigade on 000.
- ❖ Exit the building using the stairs.
- ❖ Assemble in the designated area.

Know your emergency evacuation procedure



# Fire Extinguisher



- ❖ To operate firstly check the gauge and remember **PASS**.
- ❖ **P**ull out the pin
- ❖ **A**im the extinguisher nozzle at the base of the fire.
- ❖ **S**queeze the trigger while holding the extinguisher upright.
- ❖ **S**weep from side to side
- ❖ Be careful not to use a water or foam extinguisher on an electrical fire. You could electrocute yourself.

Know the location of the nearest fire  
extinguisher



# Bomb Threat Response

Always contact the Police if a bomb threat is made

- ❖ If you receive a bomb threat do not panic and hang the phone up.

## Ask the caller:

- What time the bomb is set to explode?
- Where the bomb is located?
- What kind of bomb is it?
- What does the bomb look like?
- Why was the bomb put in place?
- Are others involved with you?
- Who am I talking to?



# Aggression Response

- ❖ Remain calm and polite.
- ❖ Listen carefully to the complaint.
- ❖ Focus on resolving the issue.
- ❖ Ask another staff member to assist.
- ❖ Keep a safe distance of at least two arm lengths away.
- ❖ Don't antagonize them.
- ❖ Do not try to detain an angry or abusive person.



Contact the Police if serious threats are made