

SAFE WORK PRACTICES

3.29 SAFE OFFICE PRACTICES

Safe Work Practices:

1. Ensure you are aware of your surroundings.
2. Ensure you are using proper ergonomics.
3. Take breaks regularly to rest eyes and stretch.
4. Ensure you are aware of the Emergency Response Plan

Procedures:

1. See ergonomics section in Safe Job Procedure (4.15) to set up work area properly.
2. Make sure cords are properly stored, secured or away from walking areas. They must be in good working order and not overloading an outlet or surge bar.
3. When making any adjustments, repairs or maintenance to office equipment, be sure to read the manual for that equipment or ask a coworker who knows the equipment for assistance.
4. When using space heaters or fans, use to Manufacturers specifications. Ensure they are always turned off at the end of the day.
5. Don't cradle phone in neck to avoid damage to your neck.