

SAFE WORK PRACTICE

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

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