

SAFE JOB PROCEDURES 4.13

JOB TITLE: OFFICE

DEVELOPED BY: Dan Sager **DATE:** July 22/04

APPROVED BY: Terry Francis **POSITION:** Business Manager

DATE: August 10/04

REVISED BY: Jennifer Moher **DATE:** October 26, 2009

EQUIPMENT REQUIRED: Computer, pens, pencils, stapler, photocopier, scissors, fax machines, chairs, calculator, keyboard, mouse, phone

MATERIAL REQUIRED: Paper, staples, filing boxes.

PERSONAL PROTECTIVE EQUIPMENT: None

JOB STEPS:

1. Ensure you are conversant with emergency evacuation plans and routes.
2. Ensure computer monitors are at the correct height and are kept clean.
3. Keep electrical cords in good condition and ensure they are not overloaded.
4. Ensure fans and space heaters are used to manufacturer's specifications.
5. Keep floors and aisles clean and uncluttered.
6. Open one drawer of filing cabinets at a time.
7. Ensure proper fire extinguishers are present and well maintained.
8. Operate microwaves and coffee equipment to manufactures specifications.
9. Ensure photocopiers, computers, and fax machines are maintained properly.
10. Make sure your chair is in good condition and properly adjusted.
11. Avoid long periods of repetitive stress by varying jobs, walking around, using proper posture and stretching.

12. Use proper lifting techniques when moving large heavy objects. Know your physical limits and weight of materials. Obtain assistance lifting heavy objects. Ensure a good grip and use your legs not your back to lift. Avoid reaching out and twisting while lifting.
13. Take care to avoid cuts from paper, scissors and paper cutters.
14. Inspect ladders prior to performing tasks on them. Set up a firm level surface. Do not climb higher than the third step from the top. Have another person hold ladder when storing things in high areas. Maintain three-point contact when climbing up or down.
15. Sit as far away from computer monitors as possible to avoid eyestrain. Do eye exercises and take breaks during long periods of computer use.
16. Tie back all loose clothing when using paper shredder. Never use any type of aerosol near a shredder.
17. Beware and protect against unexpected door openings.
18. Avoid overloading plugs. Use a power bar when unsure to avoid electrical shock and possible fire.
19. Have any burnt out lights replaced in working area.
20. If floor is wet, it should be addressed immediately.
21. Clean keyboard, phone, calculator, mouse etc. using “Lysol” disinfectant which is provided when finished for the day to help keep germs to a minimum. Also use hand sanitizer located in the office on a regular basis.
22. See ergonomics for office staff in the “Ergonomics” section of this manual.