

admin

THE SOUTH CAROLINA
DEPARTMENT of ADMINISTRATION

OFFICE SAFETY AWARENESS





WORKSTATIONS

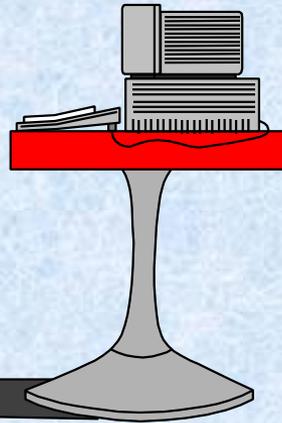
- **DESIGNED TO REDUCE EXCESSIVE BENDING AND STRETCHING.**
- **GOOD HOUSEKEEPING IS ESSENTIAL.**
- **NEVER STORE ITEMS UNDER YOUR DESK.**
- **NEVER STORE ITEMS ON TOP OF CUPBOARDS.**
- **NEVER LEAVE DESK AND/OR FILING CABINET DRAWERS OPEN.**



CHAIRS AND DESKS



- **GOOD LOWER BACK SUPPORT**
- **ADJUSTABLE - KNEES AND HIPS ARE LEVEL.**
- **CHAIRS ON CASTORS MUST HAVE 5 LEGS**
- **IF YOUR DESK IS TOO HIGH, COMPENSATE BY RAISING THE SEAT HEIGHT OF YOUR CHAIR**
- **NEVER STAND ON THE CHAIR TO REACH ANYTHING, PARTICULAR IF THE CHAIR HAS WHEELS OR IS OF THE SWIVEL KIND.**

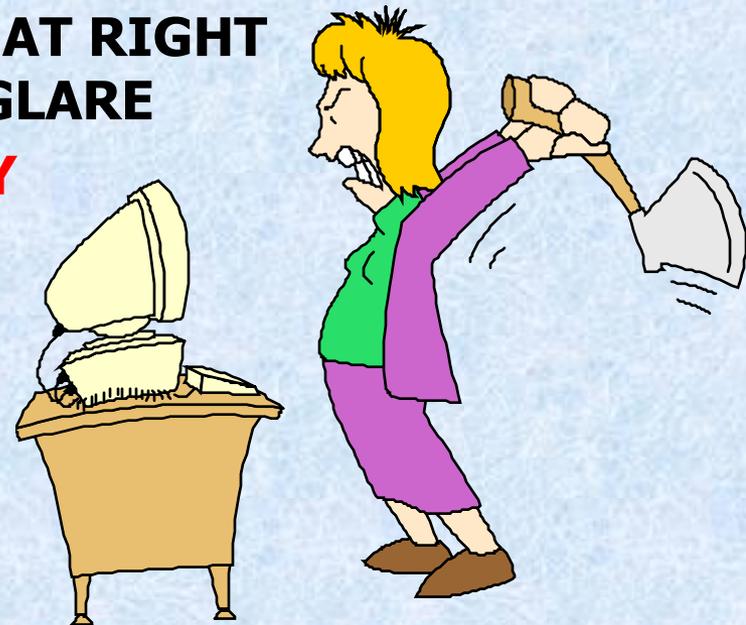


COMPUTERS

- **A BADLY POSITIONED COMPUTER NOT ONLY MAKES THE USER UNPRODUCTIVE, IT ALSO CAUSES DISCOMFORT.**
- **IF THE MONITOR IS BADLY POSITIONED THE USER WILL PROBABLY SUFFER EYESTRAIN, HEADACHES, STIFF NECK AND SHOULDERS, AND BACKACHE.**
- **THE MONITOR SHOULD BE PLACED DIRECTLY IN FRONT OF THE USER TO OPTIMISE A VISUAL RANGE OF 30° IN ANY DIRECTION**
- **THE SCREEN SHOULD BE 45-60 CM AWAY FROM THE USER'S EYES**

COMPUTERS

- **THE TOP OF THE MONITOR SHOULD BE AT EYE LEVEL TO AVOID NECK STRAIN**
- **THE KEYBOARD SHOULD BE DIRECTLY IN FRONT OF THE USER**
- **THE USER'S ELBOWS SHOULD BE BENT AT A 90° ANGLE**
- **THE BACK OF THE KEYBOARD SHOULD BE SLIGHTLY ELEVATED TO ALLOW THE USER'S WRISTS TO BE IN A NEUTRAL POSITION**
- **THE SCREEN SHOULD BE POSITIONED AT RIGHT ANGLES TO THE WINDOW TO AVOID GLARE**
- **BACK-UPS MUST BE DONE REGULARLY**



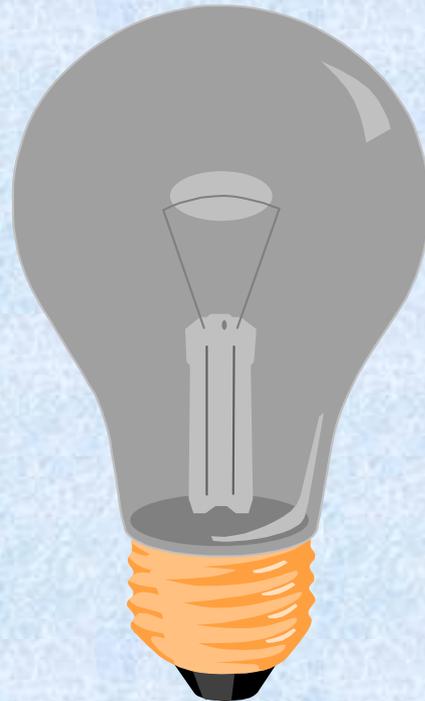
STACKING AND STORAGE

- **LIGHT OBJECTS STORED ON TOP AND HEAVY OBJECTS IN THE BOTTOM - ALSO IN FILING CABINETS.**
- **BOXES, FILES AND OTHER HEAVY ARTICLES MUST NOT BE STACKED ON TOP OF CABINETS, CUPBOARDS OR WINDOW SILLS.**
- **KEEP PASSAGES CLEAR AND FIRE FIGHTING EQUIPMENT UNOBSTRUCTED.**



LIGHTING

- MUST ALLOW NO EYE STRAIN
- ELIMINATE GLARE AND REFLECTION



ELECTRICAL **SAFEGUARDING**

- **CABLES!!!!!!**
 - **LOOSE LYING CABLES CAN CAUSE**
 - **A TRIPPING HAZARD**
 - **ELECTROCUTION**
 - **PEOPLE CAN HOOK ON CABLES AND PULL EXPENSIVE EQUIPMENT FROM TABLES**
 - **THEY ARE UNTIDY**
 - **IT IS YOUR RESPONSIBILITY TO GET THE MAINTENANCE DEPARTMENT TO FIX THEM.**

ELECTRICAL SAFEGUARDING

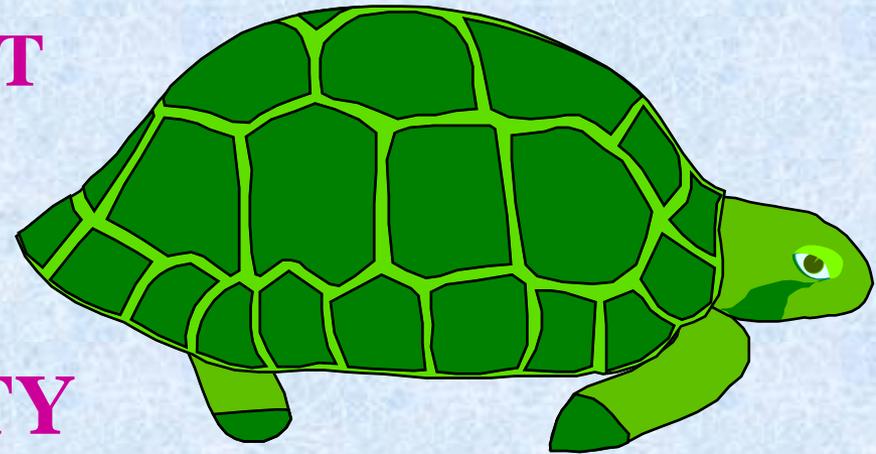
- **NO UNAUTHORISED PERSON MAY TAMPER WITH ANY ELECTRICAL APPLIANCE OR DISTRIBUTION BOARD.**
- **DO NOT OVERLOAD SOCKETS. ASK FOR AN ADDITIONAL POINT TO BE INSTALLED**
- **IF A MACHINE TRIP OR AN ELECTRICAL CABLE BECOME WARM TO THE TOUCH, IT MUST BE DISCONNECTED AND REPORTED WITHOUT DELAY**
- **CABLE AND EXTENSION CORDS SHOULD NOT BE RUN UNPROTECTED BENEATH CARPETING NOR SHOULD THEY SPAN WALKWAYS WITHOUT BEING SECURED IN AN ENCAPSULATION DEVICE.**

ELECTRICAL SAFEGUARDING

- **DO NOT USE TAPED JOINTS TO CONNECT CABLES SINCE THEY DON'T HAVE SUFFICIENT INSULATION OR PROTECTION FROM LIQUIDS.**
- **DO CARRY OUT YOUR OWN VISUAL INSPECTIONS OF PLUGS AND LEADS AND GET THEM REPAIRED AS NECESSARY.**
- **LOOK OUT FOR:**
 - **PHYSICAL DAMAGE TO THE CABLE**
 - **DAMAGE TO THE PLUGS**
 - **INSECURE CONNECTIONS TO THE PLUG**
- **DO SWITCH OFF EQUIPMENT BEFORE UNPLUGGING AND BEFORE CLEANING**

BACK INJURIES

- **STRESS**
 - SLOW
 - LONG TERM EFFECT
- **STRAINS**
 - ACUTE
- **REDUCED MOBILITY**
- **REDUCED EMPLOYMENT SCOPE**
- **REDUCED PRODUCTIVITY**



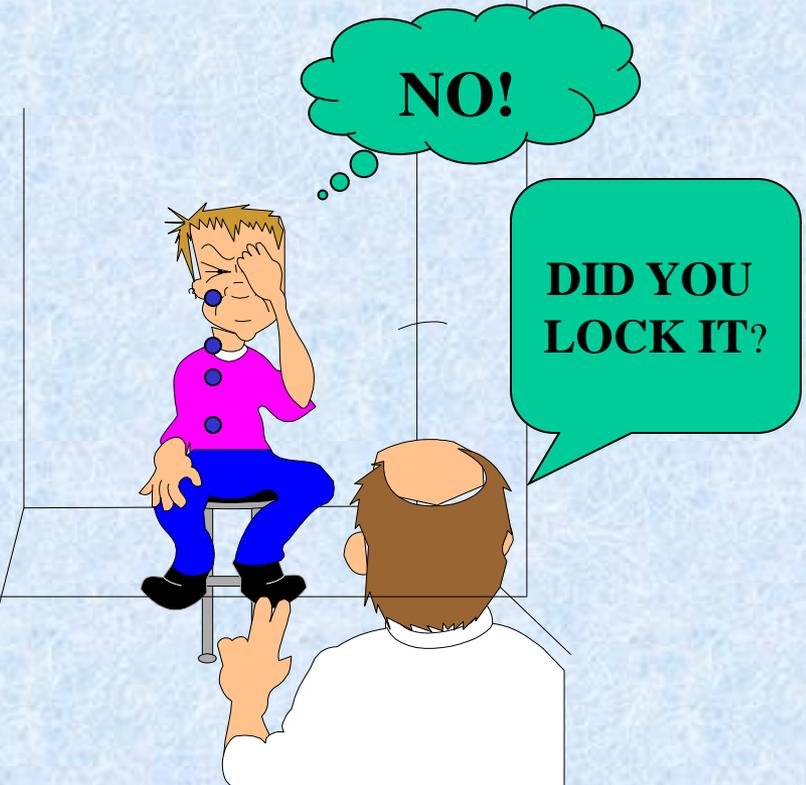
MANUAL HANDLING

- **SIZE & SHAPE**
- **WEIGHT**
- **WORK STATION DESIGN**
- **VOLUME PER SHIFT**



OFFICE SECURITY

- DON'T TEMP OTHER PEOPLE!!!
- LOOK AFTER YOUR VISITORS AND SUB-CONTRACTORS



SLIPS, TRIPS AND FALLS

- **PREVENT THEM BY REMEMBERING THE FOLLOWING:**
 - **DO NOT ALLOW CABLING TO CREATE A TRIPPING HAZARD**
 - **CLEAR UP SPILLAGES QUICKLY**
 - **DO NOT BLOCK PASSAGEWAYS**
 - **KEEP OFFICE AREAS CLEAN**
 - **KEEP STACKING AND STORAGE AREAS SAFE**

SLIPS, TRIPS AND FALLS

WATCH OUT FOR:

- WORN OR LOOSE CARPETS**
- BROKEN STAIR TREAD EDGES**
- CHIPPED FLOORBOARDS AND TILES**
- WATCH WHERE YOU WALK!**
- HIGH HEELS**
- PICK UP OBJECTS THAT FALL - PENCILS
ETC**

STAIRS

- **DISTRACTION ON STAIRS**
- **TAKE ONE STEP AT A TIME**
- **DON'T LOAD YOUR ARMS SO FULL OF MATERIALS THAT YOU CAN'T SEE**
- **KEEP ONE HAND ON THE HANDRAIL**
- **DON'T CONGREGATE ON STAIRS OR LANDINGS**
- **KEEP STAIRS WELL LIGHTED**

FILING CABINETS

- **CLOSE THE DRAWERS!**
- **DON'T OPEN ALL THE DRAWERS AT THE SAME TIME**
- **USE THE HANDLE TO CLOSE THE DRAWER**



OFFICE MACHINES

- **LEARN HOW TO OPERATE THEM SAFELY BEFORE YOU USE THEM**
- **LOOSE CLOTHING, JEWELLERY, LONG FLOWING HAIR TO BE KEPT OUT OF MACHINES.**
- **KEEP HANDS AND FINGERS CLEAR OF PAPER INLET AT THE SHREDDER.**
- **SWITCH THE MACHINE OFF BEFORE TRYING TO CLEAR A BLOCKAGE.**

OFFICE MACHINES

- IF YOU NOTICE A TINGLING SENSATION WHEN TOUCHING A MACHINE OR SEE SMOKING OR SPARKING, UNPLUG IT IMMEDIATELY AND REPORT IT!
- PUT A SIGN ON THE MACHINE INDICATING TO OTHERS THAT IT IS OUT OF ORDER



EINA MY HANDE!



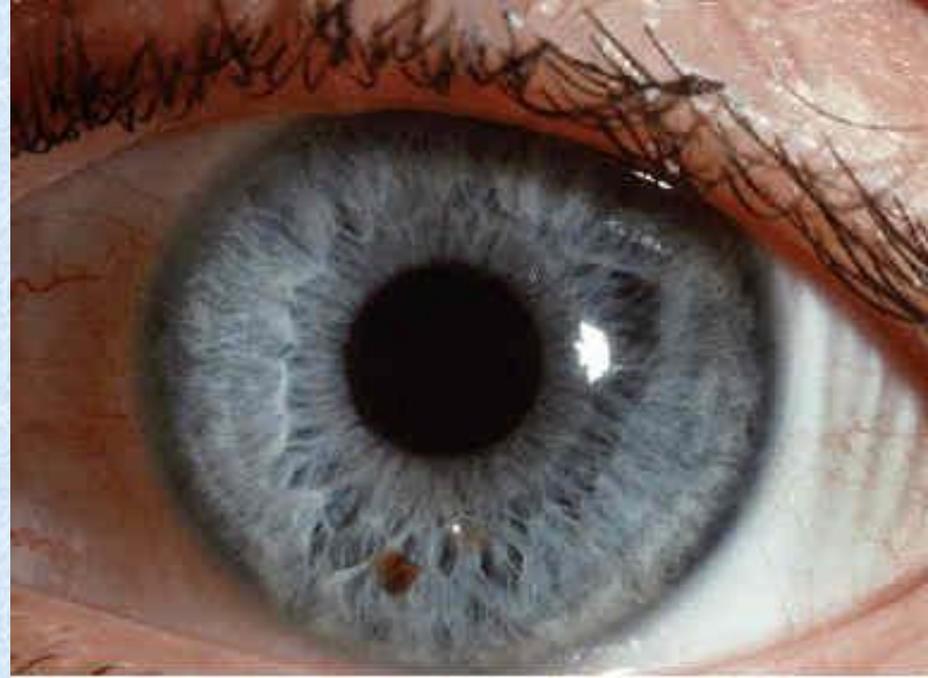
LOOK AFTER YOUR HANDS

- **WHEN YOU STICK THEM INTO YOUR DRAWERS**
- **WHEN YOU HANDLE PAPERS AND STAPLERS**
- **KEEP SHARP OBJECTS IN SAFE CONTAINERS**

EINA MY HANDE!

- **PICK UP BROKEN GLASS WITH A BROOM AND DUST PAN**
- **WRAP THE GLASS IN THICK PAPER AND MARK IT SO THAT THE CLEANING STAFF WILL KNOW WHAT IT IS.**
- **SLIVERS OF GLASS SHOULD BE PICKED UP WITH A DAMP PAPER TOWEL - DISCARD PAPER TOWEL**

EYES



- DON'T RUB YOUR EYES IF YOU HAVE A CHEMICAL ON YOUR HANDS
- KEEP EYES AWAY FROM CORNER CABINETS, BOXES AND PENCILS ETC
- POOR VISION

FIRST AID BOX

- **MAKE SURE YOU KNOW WHERE THE BOX IS.**
- **ENSURE THAT A FIRST AIDER IS AVAILABLE.**
- **ENSURE THE BOX IS WELL STOCKED.**



FIRE TRAINING

8/14/2015

FIRE PROCEDURE



TWO FIRE ALARM SIGNALS:

 **ALARM A**

 **ALARM B**

FIRE PROCEDURE



 **ALARM A:** (Small fire)

 INDICATES A FIRE IN A SPECIFIC AREA

 CONTINUOUS SHORT BLASTS AT 5 SECOND INTERVALS

 ALL PERSONNEL TO STAY AT THEIR WORKPLACES

 FIRE MARSHALS TO GATHER AT FIRE TEAM

FIRE PROCEDURE



ALARM B: (Evacuation)

-  A FIRE EXISTS IN THE AREA
-  LONG UNINTERRUPTED BLASTS AT 30 SECOND INTERVALS
-  PERSONNEL IN THE AREA TO EVACUATE AND ASSEMBLE AT GATHERING POINTS
-  FIRE TEAMS MUST GATHER AND ASSIST FIRE MARSHALS IN MAKING SURE ALL AREAS ARE CLEAR

EVACUATION PROCEDURES

 **SOUND ALARM “B” FOR:**

 **BOMB THREATS**

 **FLOODS**

 **EARTHQUAKES**

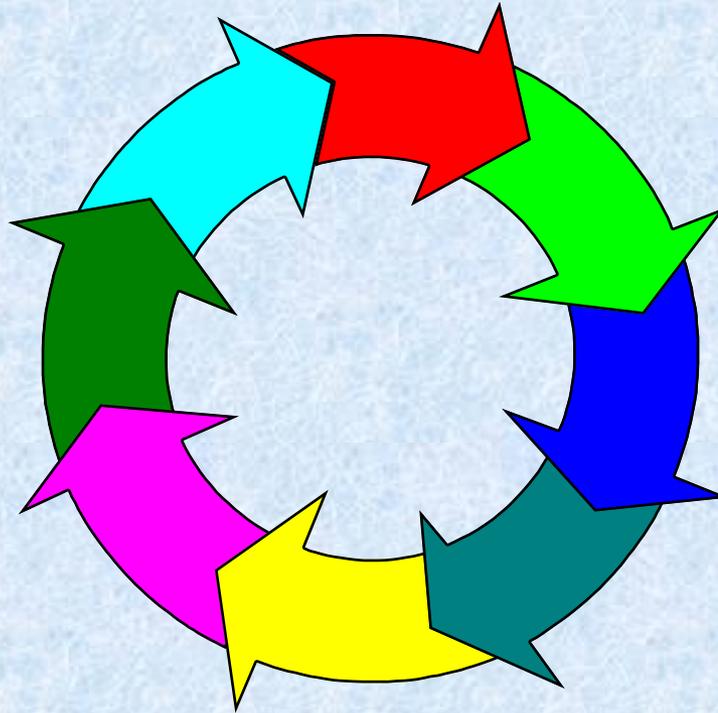
 **HURRICANES/TORNADOES**

KEEP YOUR HEAD!



DO NOT PANIC!

KNOW THE EXITS!



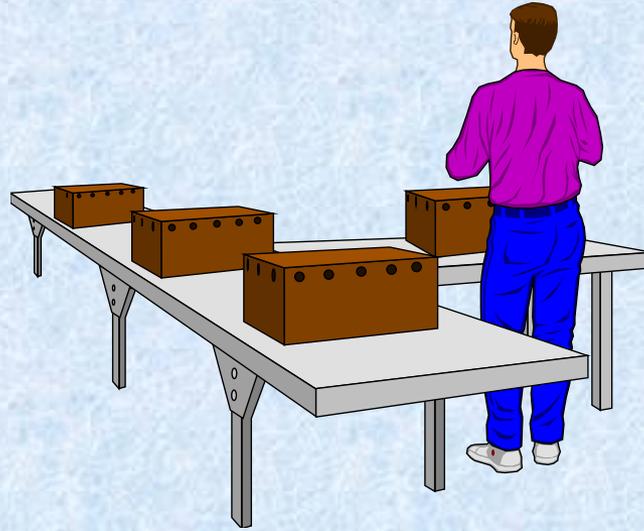
**ENSURE EASY ACCESS
TO THE SAFEST WAY
OUT!**

KNOW HOW TO REPORT!



**USE CORRECT ALARMS AND
NOTIFY RESPONSIBLE
KEYPERSONNEL WITHOUT
DELAY!**

FOLLOW INSTRUCTIONS!



**STAY AT WORKPLACE AND ADHERE
TO ANY INSTRUCTIONS THAT ARE
GIVEN**

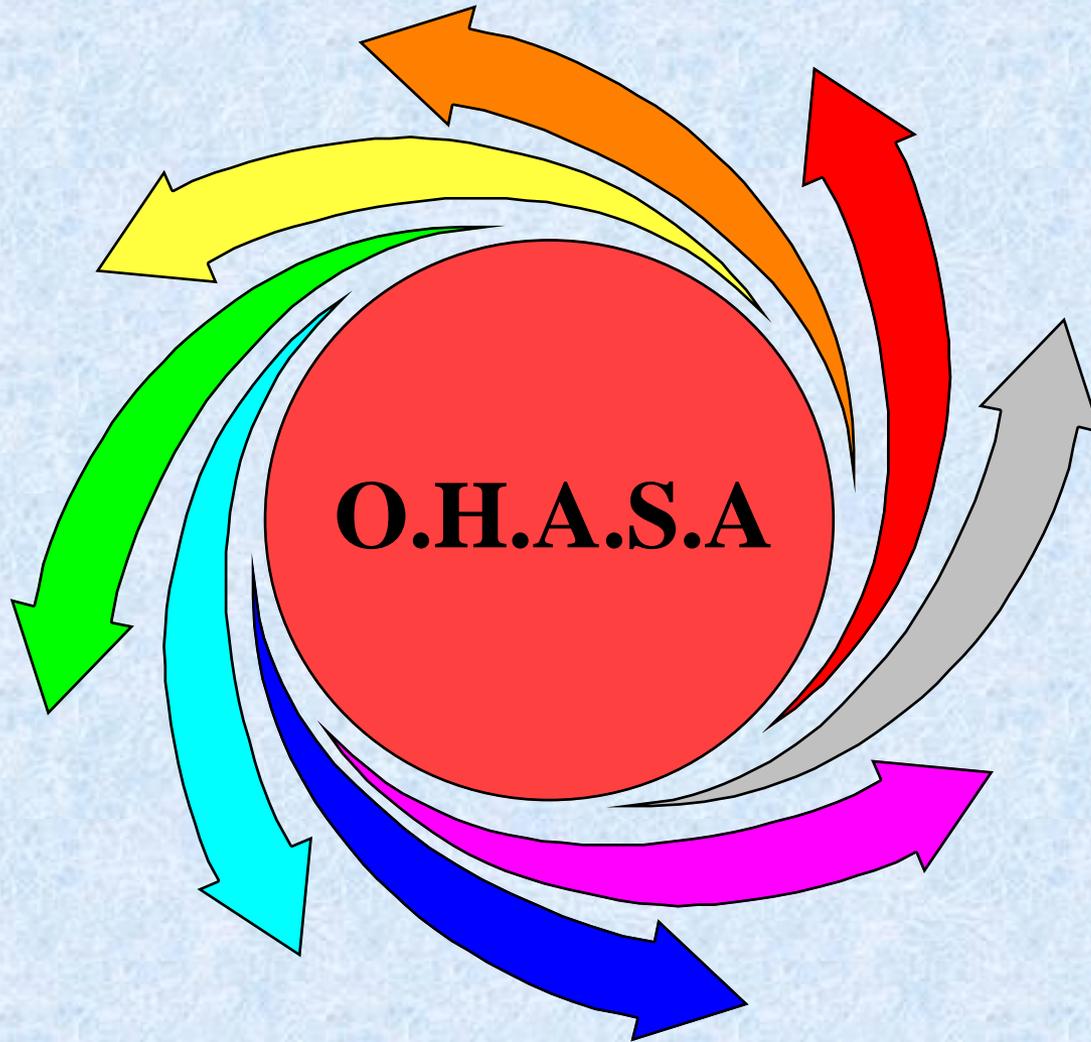
PREVENT CHAOS!



**DO NOT RUN, BUT WALK AS
RAPIDLY AS POSSIBLE TO
THE NEAREST EXIT (OR AS
INSTRUCTED)**

HEALTH

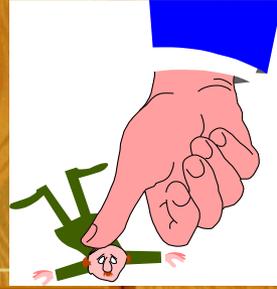
MANAGEMENT



SAFETY

EMPLOYEES

LEGISLATION



FINES

R100,000 AND/OR

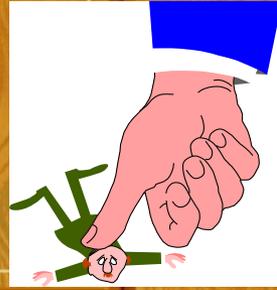
TWO YEARS

IMPRISONMENT

GENERAL DUTIES OF EMPLOYERS
(MANAGEMENT):



LEGISLATION -O.H.A.S.A.



SECTION 8

DUTIES OF EMPLOYERS TO THEIR EMPLOYEES

TRAIN
EVERYONE
IN EVERYTHING

DO A RISK
ASSESSMENT OF
ALL WORK &
PROCESSES

PROVIDE &
MAINTAIN A
SAFE & HEALTHY
WORKING ENVIRONMENT

PROVIDE
PROTECTION





THE GENERAL
DUTIES OF
EMPLOYEES.

LEGISLATION -O.H.A.SA.

SECTION 14: GENERAL DUTIES OF EMPLOYEES AT WORK

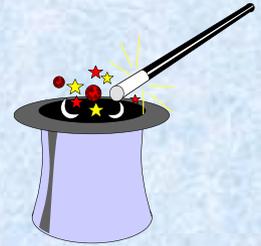
CO-OPERATE

OBEY SAFETY
RULES

DO NOT HARM
SELF & OTHER
(HEALTH & SAFETY)

REPORT!





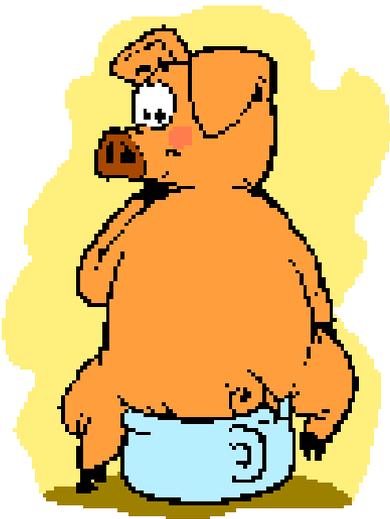
THE HEALTH AND SAFETY
REPRESENTATIVE:

MIKE SPITZER

DAVE NEL

HYGIENE FACILITIES

- **KEEP THEM CLEAN.**
- **LEAVE THEM IN THE SAME CONDITION AS YOU WOULD LIKE TO FIND THEM.**





**GUESS WHO
IS
RESPONSIBLE
FOR YOUR
SAFETY???**



YOU ARE

RESPONSIBLE

**FOR YOUR
OWN**

SAFETY



**SAFETY IS
A RIGHT
NOT
A PRIVILEGE**



**ONLY WORK ON EQUIPMENT
IF YOU ARE AUTHORIZED
TO DO SO!**





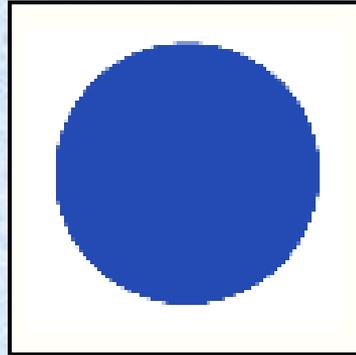
**FOR YOUR OWN BENEFIT.....
MAKE SURE THAT YOU RELAX ENOUGH**

SYMBOLIC SAFETY SIGNS

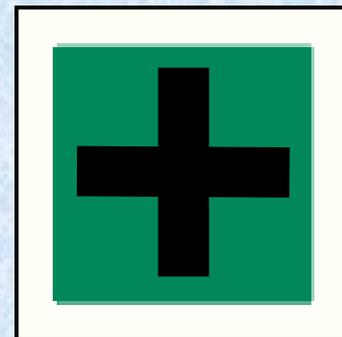
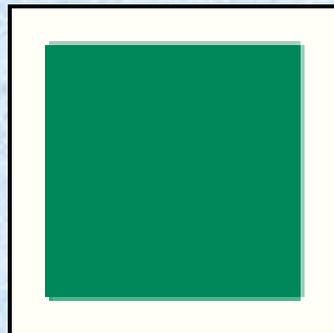




**BLUE
MANDATORY**

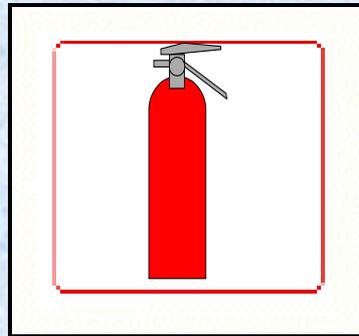


**GREEN
INFORMATORY / GENERAL**





RED LINE AROUND RED PICTOGRAM INFORMATORY - FIRE EQUIPMENT





**WATCH OUT
FOR UNSAFE
CONDITIONS**

**REPORT
THEM**

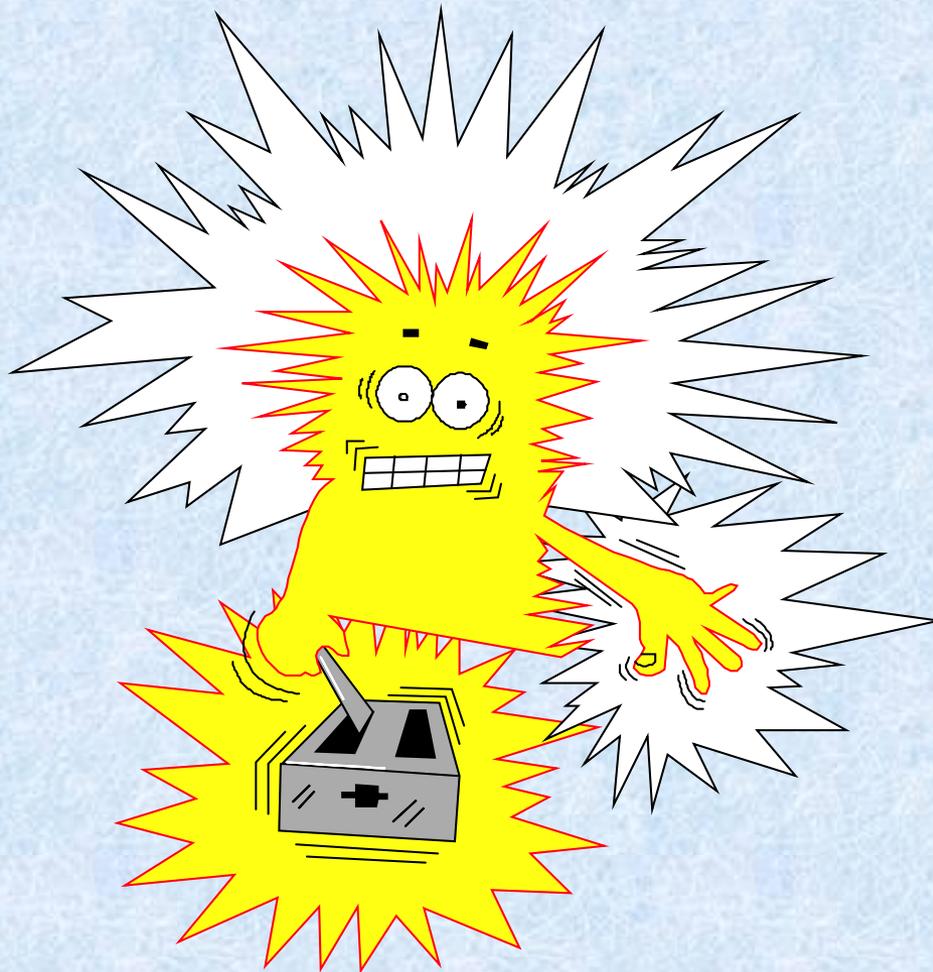
HOUSEKEEPING

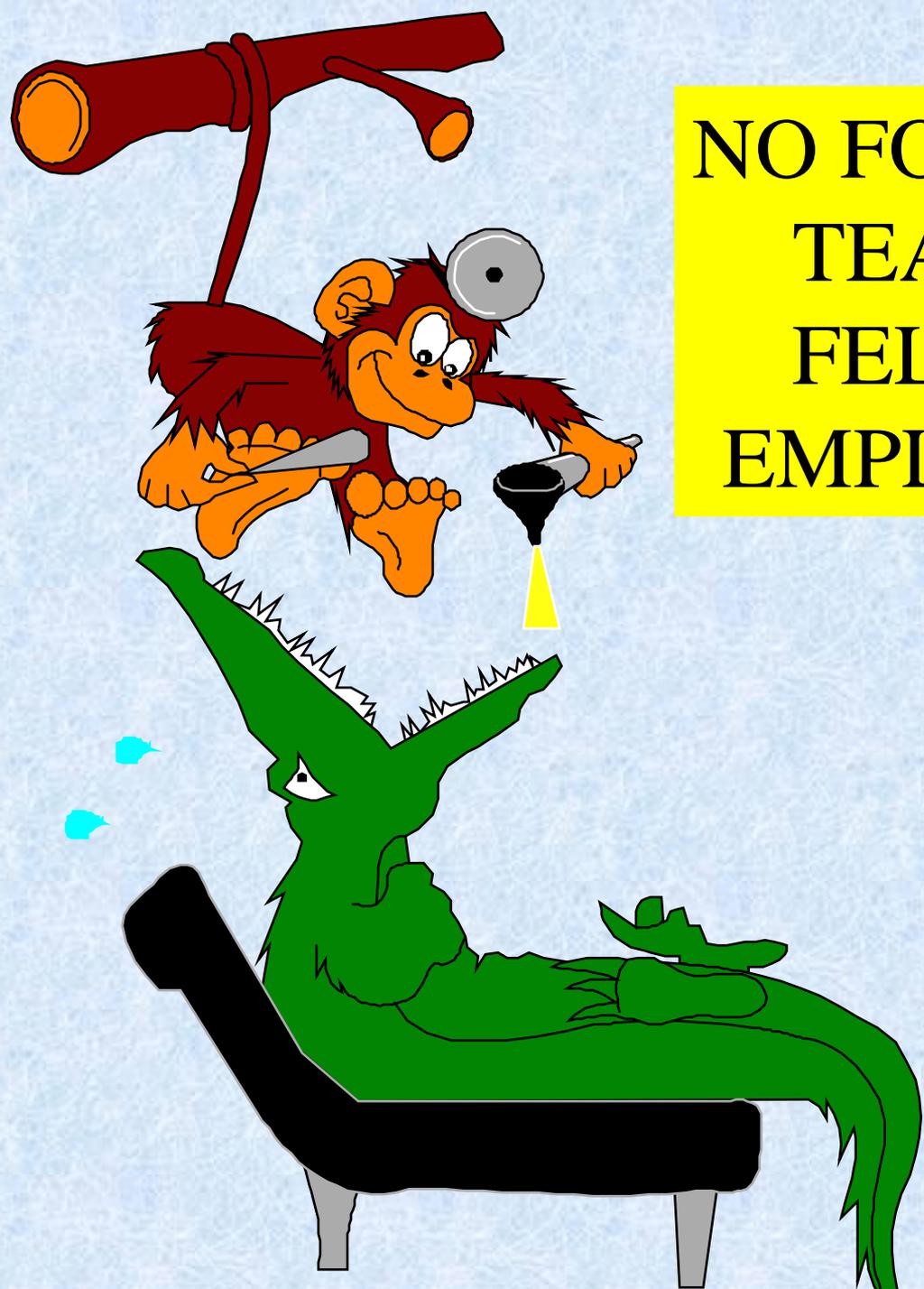


**USE CORRECT
LIFTING METHODS!
BEND YOUR
★ KNEES!**



**DON'T WORK ON
ELECTRICAL EQUIPMENT
IF YOU ARE NOT QUALIFIED**





**NO FOOLING,
TEASING
FELLOW
EMPLOYEES**

DON'T DRINK ON DUTY





**The best way to get a good idea is to
get a lot of ideas**

Linus Pauling



QUESTIONS???