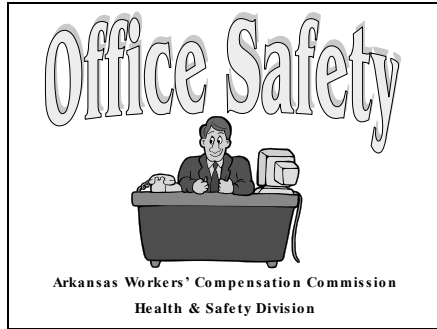
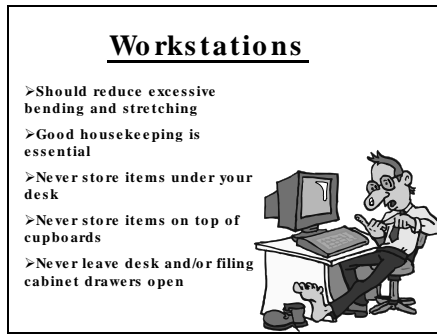


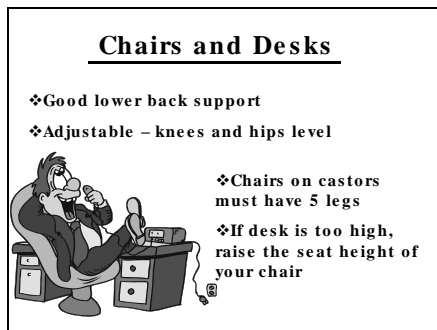
Slide 1



Slide 2



Slide 3



Slide 4

❖Never stand on the chair to reach anything, especially if the chair has wheel or swivels.




➤It's not a good idea to stand on your desk either.



Slide 5


Computers

✓A badly positioned computer can cause eyestrain, headaches, stiff neck and shoulders, and backache

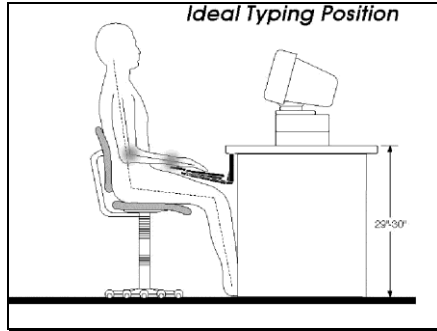


Slide 6

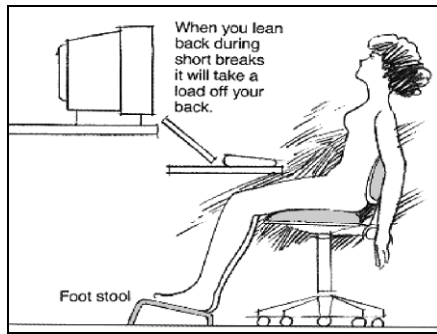
Typical desk top typing posture that increases muscle fatigue and injury risks.



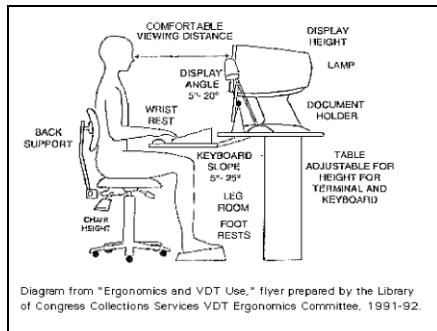
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Slide 10

Stacking and Storage

☞ Light objects should be stored on top and heavy objects in the bottom


☞ 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



Slide 11

Lighting



☞ Must allow no eye strain


☞ Eliminate glare and reflection

Slide 12

Electrical Safeguarding

Cords!!!!!!
Loose lying electrical cords can cause:

- Tripping hazards
- Electrocution




It is your responsibility to pick them up or get the maintenance department to fix them.

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Electrical Safeguarding


- Only authorized persons may tamper with electrical appliances or distribution boards
- Do not overload sockets
- If a cord is warm to the touch, disconnect it and report it without delay
- Extension cords should not be run beneath carpeting or across walkways



Slide 14

Electrical Safeguarding


- Do not use tape to repair cords since it doesn't provide sufficient insulation or protection from liquids.
- Do your own visual inspections of plugs and leads and get them repaired when necessary.



Slide 15

Electrical Safeguarding


- Look out for:
 - Physical damage to electrical cords
 - Damage to the plugs
 - Insecure connections to the plug
- Do switch off equipment before unplugging and before cleaning



Slide 16


Back Injuries

- Stress
 - Slow
 - Long term effect
- Strains
 - Acute
- Reduced mobility
- Reduced employment scope
- Reduced productivity



Slide 17

Manual Handling



- ≈Size & shape
- ≈Weight
- ≈Work station design
- ≈Volume per shift

Slide 18

Office Security

➤Horseplay doesn't belong in the office!!



➤Look after your visitors and sub-contractors

Slide 19

Accident Reporting




❖Report all injuries to your supervisor on the same day of the accident.

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Slips, Trips and Falls

Prevent them by remembering the following:

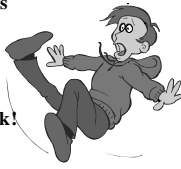


- Do not allow cords to create tripping hazards
- Clear up spills quickly
- Do not block hallways
- Keep office areas clean
- Keep stacking and storage areas safe

Slide 21

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

Slide 22

Stairs

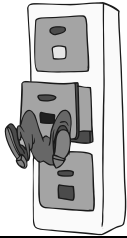
- ✓Take one step at a time
- ✓Don't load your arms so full of materials that you can't see
- ✓Keep one hand on the handrail
- ✓Don't congregate on stairs or landings
- ✓Keep stairs well lighted



Slide 23

Filing Cabinets


- Close the drawers!
- Don't open all the drawers at the same time
- Use the handle to close the drawer



Slide 24

Office Machines


- ❖Learn how to operate them safely before you use them
- ❖Keep loose clothing, jewelry, long hair clear of machines.
- ❖Keep hands and fingers clear of paper inlet at the shredder.
- ❖Switch the machine off before trying to clear a blockage.



Slide 25

Office Machines

⚡If you notice a tingling sensation when touching a machine or see smoke or sparking, unplug it immediately and report it!



⚡Put a sign on the machine indicating to others that it is out of order

Slide 26


Look After Your Hands!

- When you stick them into your desk drawers
- When you handle papers and staplers
- Keep sharp objects in safe containers




Slide 27

- 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



Slide 28




Eyes

- ❖ Don't rub your eyes if you have a chemical on your hands
- ❖ Keep eyes away from corner cabinets, boxes and pencils etc

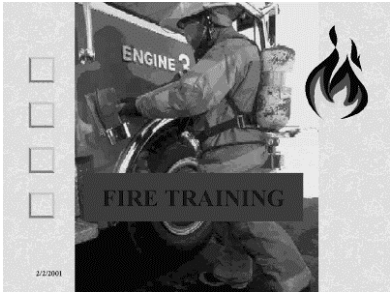
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First Aid Box

- ✓ Make sure you know where the box is.
- ✓ Ensure that a first aider is available.
- ✓ Ensure the box is well stocked.



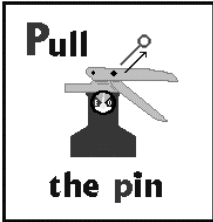
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Slide 31

Know How to Use a Fire Extinguisher
Remember - P A S S
Pull
Aim
Squeeze
Sweep

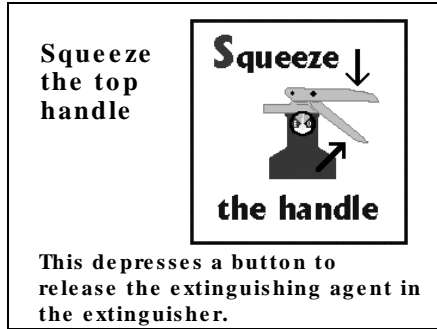
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Pull the pin	
This allows you to discharge the extinguisher.	

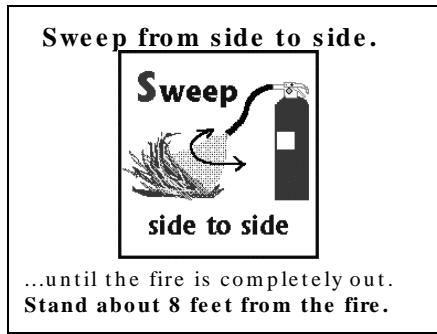
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Aim at the base of the fire.	
	If you aim at the flames, the extinguishing agent goes through the fire and does no good. You have to hit the fuel.

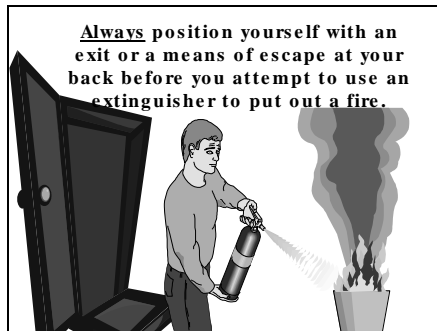
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Slide 36



Slide 37


**Know your
company's
Emergency
Evacuation Plan!**

Slide 38

➤Keep personal supplies in a single bag at your desk or workstation.

➤Keep the area under your desk free of clutter.

➤Store additional supplies in your car in case you can't go back into work.



Slide 39


**Emergency Response
Teams**

➤First line of defense in emergencies

➤Personnel identified and trained in emergency procedures

➤Should know how to use fire extinguishers

➤Should be trained in first aid and CPR



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