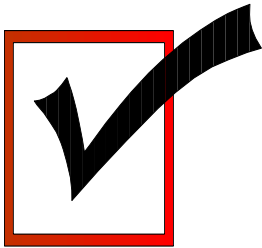


# SAFETY AND HEALTH

## TIPS



## FOR THE OFFICE

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## THE MOST COMMONLY OCCURRING ACCIDENT IN THE OFFICE IS THE FALL.



Avoid slips, trips and falls:

- Beware of telephone cables and electrical leads lying across the floor
- Pick up objects that may cause persons to slip, for example: paper clips, pens, pencils.
- When retrieving objects from heights, use a step-ladder, not a chair.
- Routinely inspect chairs for broken springs, loose screws and defective welds.
- Watch out for recently waxed floors, loose carpeting, floor boards and tiles.
- When ascending and descending stairs, use handrails.

### INDOOR ENVIRONMENT



Noise, temperature, ventilation and lighting affect well being.

### Noise

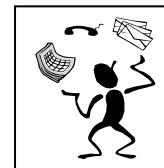
- Ensure that noise levels are well within acceptable limits.
- Where possible, isolate noisy equipment or utilise appropriate devices to reduce sound.

### Temperature and ventilation

- A temperature range of 23 - 26 °C is recommended in air conditioned settings.
- It is important that all areas of the office receive an adequate supply of fresh air.
- The ducts and vents connected to air conditioning systems should be thoroughly cleaned on a regular basis.
- Fans may be used as a means of supplementing natural ventilation.

### Lighting

- Office work can be visually demanding, the quality and quantity of light are therefore important.
- Workstations should be located parallel to lighting fixtures so as to improve visibility. Glare and reflection can be avoided through proper placement of work surfaces.



### WORKSTATION DESIGN

- The underside of the work surface should not be used as a storage area.
- If located under the work surface, cables should be placed in conduit and secured so as to prevent tripping.
- A worker should not be required to face an unshielded window while seated at the workstation.

- Frequently used items should be placed within easy reach.
- A primary feature of the office is the seated workstation. The four important features of the chair are the seat, height, backrest and construction materials.



## **HOUSEKEEPING**

- Place markings in the centre of glass doors and panels as a means of improving visibility.
- Do not overload drawers and filing cabinets.
- Load filing cabinets from the bottom so as to prevent tipping.
- Items should be stored in designated areas.