

## Section 2 Office Practices



# Health and Safety Instructions

## Section 2

### Office Practices

- 1 Filing and Equipment
- 2 Display Screens
- 3 Access and Walkways
- 4 Office equipment

## Section 2 Office Practices 1 Filing and Equipment

**RA Ref:** 2/01

**Risks:** Injury from falling items and tripping up

**PPE:** None

### Drawer Filing Cabinets

- Fill bottom drawers of filing cabinets first
- Always close filing cabinet drawer after use
- Ensure that the locking mechanisms are working which prevents more than one drawer from being opened

### Open Filing Cupboards

- Place items on shelves in such a way as to prevent them falling
- Place heavier items on the bottom or lower shelves
- Use correct types of steps or standing boxes when reaching for items at height

### Printers and Photocopiers

- Ensure the equipment instructions are followed when changing the toner
- Dispose of toner as per the equipment instructions

### Equipment Cables

- Ensure the equipment cables for computers, printers, photocopiers are placed under tables or along walls and do not cross access points or walkways

### **DO NOT**

- **Over fill cabinets on top shelves**
- **Stand on lower shelves of cupboards when attempting to reach upwards for items**
- **Lay cables across walkways**
- **Over stack shelves**

## Section 2 Office Practices 2 Display Screens

**RA Ref:** 2/02

**Risks:** Injury through misuse of office equipment, poor seating and posture

**PPE:** None

### Getting Comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. (As a broad guide your forearms should be approximately horizontal and your eyes the same height as the top of the VDU)
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. (If required, request a document holder).
- Arrange your VDU to avoid glare, or bright reflections on the screen.
- Make sure that there is sufficient space under your desk to move your legs freely. If required, request a

### Using the Keyboard

- Adjust your keyboard to find a good keying position.
- Try to keep your wrists straight when keying.
- Keep a soft touch on the keys and do not overstretch your fingers.

### Using a Mouse

- Position the mouse within easy reach, so it can be used with the wrist straight.
- Sit upright and close to the desk.
- Support your forearm on the desk and do not grip the mouse too tightly.
- Rest your fingers lightly on the button and do not press them hard.

### Reading the Screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- Select colours on the screen that are easy on the eye.
- Individual characters on the screen should be sharply focused and at a font size you can easily read. If they flicker or move, the VDU may need servicing or adjustment.

### Take a Break

- Every 30 minutes take a short break and walk for a while
- Stretch legs and arms

### Symptoms of Work Related Upper Limb Disorders (WRULD)

Report any symptoms occurring in your arms, wrists, fingers, legs, neck or back which may be WRULD such as pain, stiffness, tingling, numbness, heaviness, weakness, tightness and cramp.

### **DO NOT**

- **Sit for long periods of time**
- **Work in poor lighting**

## Section 2 Office Practices

### 3 Access and Walkways

RA Ref: 2/03

Risks: Death or Injury from vehicles and tripping up

PPE: None

#### Pedestrian Access Points and Walkways

- Managers, supervisors, engineers and staff to ensure areas are kept clear of any obstructions especially fire exists
- Managers to check pedestrian access points to ensure they are clear

#### Vehicle Access Points

- Drivers to check the access point is clear of people and items prior to entering the build
- Drivers to sound horn when entering or leaving the building
- When reversing a person must guide the vehicle into and out of the building ensuring there are no people within the areas
- Vehicles must not exceed 5 mph

#### DO NOT

- Run
- Obstruct doors or walkways with equipment or materials
- Lay electric cables across walkways or doors
- Exceed the speed limit
- Proceed if visibility is obscured

## Section 2 Office Practices 4 Office Equipment

**RA Ref:** 2/04

**Risks:** Minor Injury through misuse of office equipment

**PPE:** None

### Photocopiers

- Read and understand operating instructions before use
- Always close lid before copying
- Dispose of toner cartridges as per manufacturers instructions
- Place any waste paper in allocated containers or bins

### Laminators

- Read and understand operating instructions before use
- Keep hands clear of hot surfaces
- Place any waste paper in allocated containers or bins

### Guillotines

- Read and understand operating instructions before use
- Keep hands and fingers away from cutting edges
- Place any waste paper in allocated containers or bins

### Printers

- Read and understand operating instructions before use
- Always close covers before printing
- Dispose of toner or ink cartridges as per manufacturers instructions
- Place any waste paper in allocated containers or bins

### **DO NOT**

- **Operate copiers or printers with lids or covers open**
- **Open toner or ink cartridges**