

Safety Precautions when using Drawers

- Don't Leave them **open**.
- Don't open **two at a time**.
- Don't open **top one** and then move to bottom
without closing the top one.



**CLUTTER OR OTHER
OBSTRUCTIONS**



**CLOSING LOW
DRAWERS**





Manual handling ?

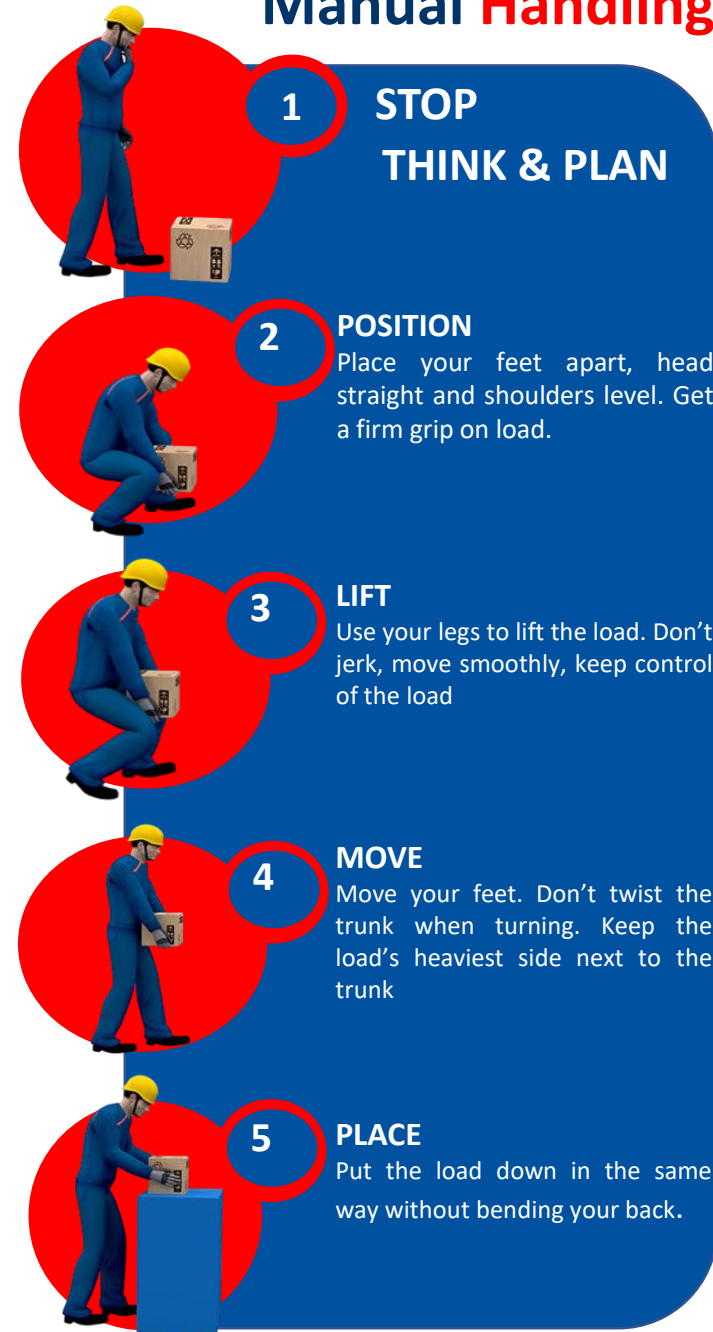
Actions that may be involved: Bending to floor; bending into low cupboards; Lifting/carrying/putting down heavy items; Pushing / pulling / lifting furniture; Reaching across desk; Reaching up to high shelves – putting up or lifting down heavy / awkward items.

Unsafe manual handling techniques will result in sprains and strains. back injuries. soft-tissue injuries to wrists, arms, shoulders, neck or legs.

OFFICE MANUAL HANDLING



Manual Handling Techniques



What is Ergonomics ?

According to Webster:

“ Ergonomics is the study of equipment design in order to reduce operator fatigue and discomfort.”

According to HSE:

“ Making the equipment Work for the worker Rather than the worker Working for the Equipment.”



example: Ergonomic Office Chair: Office chairs are designed with adjustable height, lumbar support, and armrests to promote proper posture and reduce back pain and strain during prolonged sitting.



Office Ergonomics

Why is ergonomics important?

Ergonomics is important because when you're doing a job and your body is stressed by an awkward posture, extreme temperature, or repeated movement your musculoskeletal system is affected.

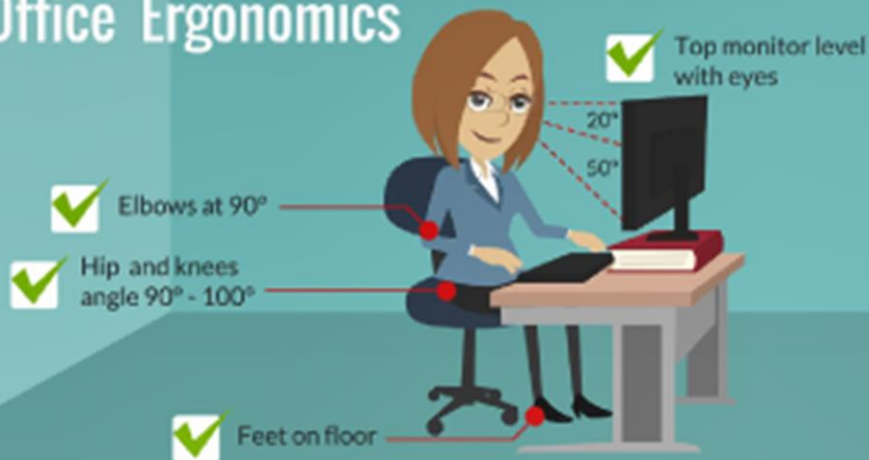
So what can happen if you don't think about ergonomics?

You can get carpal tunnel syndrome, tendinitis, lower back injuries, epicondylitis, rotator cuff injuries, knee issues, and more

To prevent these issues, it is important to have ergonomically designed workstations and promote proper posture and movement throughout the workday.



Be sure to set your desk up ergonomically->
Office Ergonomics



Office Machinery and Lightings



Electricity:

Always check for cable damages, loose connections & arcing switches or overheating switches, if you find anything unusual report it to the maintenance team immediately.

Printers

Check for ink/toner spillages, unusual sound etc.

Lighting

bright lights can cause headaches due to a high concentration of blue light, which has been shown to trigger migraine attacks. So if you feel any of the below symptoms, consider the lighting levels and try to consult doctor.

TAKE SHORT BREAKS -



Headache ?



Fatigue ?



Eyestrain ?



Nausea ?





Housekeeping



- **What is Housekeeping?**
 - Cleanliness, tidiness, maintenance
 - Taking care of your work area
 - Good housekeeping calls for constant care
 - Make sure cables are out of your way
 - Cable management should be proper
- **Good Housekeeping Benefits**
 - Safer, easier, better, more fun
 - less tiring, more work and play space, less aggravating, more business-like

