**Safe Work Requirement**

Office General Safety work instruction

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| PURPOSE Most offices are considered to be relatively safe places to work, compared to an average rig for instance. Office work has traditionally been regarded as a low-risk activity, but every year there are numerous accidents and losses associated with poor or non-existent safety standards in offices.  The purpose of this instruction is to provide a regulation to control the risk and hazard related work in office. SCOPE This instruction is applicable to all ECDC office, to the extent that it does not conflict with the applicable OEM instructions. RESPONSIBILITY      Manager The Manager who in charge of office in different level, has overall responsibility for office working and safety issues. This includes overall responsibility for ensuring the system is in place to provide the means of work and safety in their office.  The Manager is responsible for implementing the approved safety work instruction in office where work is carried out under their control. Additionally, they shall ensure that any subcontractor who working under their direction are fully follow this instruction. HSE Manager The HSE manager shall assist the line Manager in ensuring all related personnel are trained office work.  The HSE Supervisor shall periodically verify the employee who working in office are trained safety issues. Operator Understanding fully and applying correctly procedure in the course of their work at office.  Ensuring that safe working practices are being enforced at all times PROCEDURE AND GUIDELINES    Fire The risk of fire is perhaps the greatest hazard in offices. This is usually associated with human carelessness, e.g. smoking and the careless disposal of cigarette ends, however there are other features that are the frequent causes of fire.  In the last twenty years there has been a great increase in the amount of electrically operated equipment in offices. Many older offices were not designed to cope with this, thus multi point adaptors are frequently used, extension cords and wiring of more than one appliance into one 13 amp plug presents a fire hazard from overloading the circuit. Computers and associated equipment must be plugged into circuits with spike suppression protection built in. Computers must be cleaned to remove dust every six months.  Many potentially flammable substances are used in offices: cleaning fluids, floor polishes, paper of all types etc, and unless these substances are properly controlled, they can represent a serious fire hazard.  Every office should have a system to alert occupants in the event of a fire. This can be anything from a sophisticated fire alarm system which closes doors automatically and operates sprinkler systems, down to someone ringing a hand bell. Whatever system is in use, all occupants should be made aware of how it operates and know the actions to take in the event of a fire.  See Fire Precautions work instruction for additional information. Fire Extinguishers Basically there are four types of fire extinguishers which are:   1. **Water**: Extinguishes the fire by cooling. It is used on class ‘A’ type fires such as burning wood, paper, coals, and other organic materials. Water is usually supplied via hoses, not extinguishers on most drilling rigs. **Do not use water on electrical fires or fires involving flammable liquids** 2. **Foam:** Extinguishes by blanketing the surface of burning liquids, thus cutting off the air supply to the fire. Foam is good for liquid fires but only in the hands of a trained person who knows exactly how to use it. It also lowers the temperature of the liquid, thereby reducing the formation of flammable vapors. 3. **Dry Powder:** Extinguishes by breaking the chemical chain reaction that produces the flame. It is effective on class A fires involving solids and class ‘B’ fires involving liquids. It is safe to use on class ‘C’ electrical fires although not recommended for use with equipment such as computers. Whilst it would effectively extinguish the fire, the computer would be ruined as it would be impossible to extract the powder from it. There is also no cooling effect and there is a risk of re-ignition. Always ensure a safe line of retreat and do not be tempted to enter areas of recently extinguished fuel spillages. 4. **CO2:** Extinguishes by removing oxygen from the fire triangle, and is very effective in confined spaces and electrical type fires. Care should be taken when using CO2 as it is an asphyxiant.  Fire Drills Fire drills shall be held on a quarterly basis as a minimum (interval to be set by the Area Office) to familiarize staff of fire-fighting arrangements/equipment and escape routes.  When Company personnel are working at client premises, local fire/safety arrangements will have been documented. These arrangements should be adhered to at all times. Accidents Apart from fire, most other office accidents can be attributed to:  Stacking materials on top of cabinets and cupboards may create more space, but they do tend to fall on people, sometimes, inflicting serious injuries. Leaving desk drawers open, even for a short period should always be avoided, this is creating tripping hazards. Never open more than one drawer at a time when using file cabinets. First Aid First aid may be defined as treatment to preserve life and minimize the consequence of injury until help from a medical practitioner arrives.  It is good practice in any workplace to have as many trained first aiders as possible. Not only does this ensure that casualties receive prompt attention but, in the event of a multiple casualty situation, there may not be sufficient first-aiders available, if only a few have been trained.  Emergency telephone numbers, the location of the trained First Aider and their name shall be displayed on the HSE or general notice board.  The first-aid box should contain as a minimum:   1. A card giving first-aid guidance. 2. Six individually wrapped sterile adhesive dressings. 3. One large sterile unmedicated dressing. 4. Two triangular bandages. 5. Two safety pins and individually wrapped moist cleaning wipes. 6. 1 box of Aspirin 7. Alcohol bottle 8. Latex Gloves   And should have a list of the contents noted on the inside cover.  Refer to First Aid instruction for additional information. Electrical Safety The greatest cause of fatal accidents in offices is electrocution.  The following are some requirements aimed at prevention of accidents associated with electricity:   1. All metal parts of machines should be adequately grounded. 2. Operators should not have access to live electrical cables. 3. Interlock safety devices should never be switched off with power on. 4. Over-current devices should be fitted to prevent overloads or short circuits.   It is very important that all electrical equipment is switched off at the end of the working day, with the exception of data processing and communication equipment.  If an item of electrical equipment is damaged or faulty, do not try to repair or tamper with it. **SWITCH IT OFF** and inform your supervisor or the maintenance department. Photocopying There are a number of hazards associated with photocopiers. Fire risks can be associated with cleaning agents. Further risks may result from the emission of ozone which is produced by the action of the fuser lamps. This can cause irritation of the mucous membranes of the mouth, nose and eyes.  The following precautions are necessary where photocopiers are used:   1. The photocopier should be subject to regular maintenance. 2. Only trained staff should service photocopiers. 3. Photocopiers should only be used in a well-ventilated area.   Photocopiers should never be cleaned or adjusted by untrained personnel. If any defects are suspected while operating a photocopier, switch it off and inform the appropriate person who will arrange to have the machine serviced.  Caution needs to be exercised when cleaning paper jams near the fusing section of the photocopiers. These areas are hot and can burn your fingers. Visual Display Units (VDUs/ Computer Monitors) Although VDUs/ Computer Monitors are relatively safe to operate, the seating arrangements and position of the unit, are all important in ensuring that the operator does not suffer any adverse effects, both from its operation and that others working in the vicinity, do not trip over trailing cables.  The main ill health effects in VDU/ Computer Monitor operations are:   1. Eye strain, headache, backache and operator stress. 2. The following should be taken into consideration when setting up a VDU workstation or employing a VDU operator: 3. Chairs should incorporate an adjustable back rest. 4. Chairs should be of the swivel type, mounted on castors. 5. Anti-glare screens should be considered. 6. Lighting and humidity should be checked.  General  1. **Cleanliness:** All premises where Company personnel are employed must be kept in a clean state, dirt and refuse must not be allowed to accumulate. Floors and stairways must be cleaned at least once per week, by washing, sweeping or other method. A clear desk policy at the end of each working day should always be encouraged. This is not only for safety reasons but also for security. 2. **Overcrowding:** No room where Company personnel are employed should be so overcrowded, while work is going on, as to cause risk of injury. Thus the placement and amount of furniture should always be taken into consideration, when allocating persons office space. 3. **Temperature:** Effective provisions should be made for maintaining a reasonable temperature in all office environments. A temperature of at least 16C must be achieved and maintained after the first hour of work. 4. **Ventilation:** Effective provisions should be made for adequate supplies of either fresh air or artificially purified air, of a suitable temperature. 5. **Lighting:** Effective provision must be made for sufficient and suitable lighting, whether natural or artificial. In offices with no natural lighting, a mixture of incandescent and florescent light will significantly lower eye strain and fatigue. |