Work Instruction

OFFICE SAFETY

HITACHI
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Work description: Office Work

Scope: All clerical and administrative work in offices / administrative buildings

References:

- U.S. Occupational Safety and Health Administration (OSHA) Occupational Safety and Health Standards for General Industry contained in Title 29 of the Code of Federal Regulations Part 1910 (29 CFR 1910) (§
- State of Hawaii - Development Occupational Safety and Health Section (HIOSH) - Hawaii Administrative Rules Title 12, Department of Labor and Industrial Relations Subtitle 8, Hawaii Occupational Safety and Health Division Part 2, General Industry Standards Chapter 60 (§12-60-2(b) Safety and health programs.)

PPE and precautions	Competencies or qualifications	Licenses or permits required
As per Occupational Risk Assessment	N/A	N/A

Tools and equipment required

As per Occupational Risk Assessment

Note

The office is like any other work environment in that it may present potential health and safety hazards. Most of these, however, may be minimized or eliminated by designing jobs and workplaces properly, and by taking into account differences among tasks and individuals. Each employee is responsible for maintaining a neat and sanitary office environment and is required to report all safety hazards or concerns immediately.

General Office Safety

All

Guidelines for reducing common office safety hazards include the following:

- Good housekeeping practices should be maintained at all times. Poor housekeeping may lead to fires, injuries to personnel, or unhealthful working conditions.
- Passageways in offices should be free and clear of obstructions. Proper layout, spacing, and arrangement of equipment, furniture, and machinery are essential.
- Aisles within the office should be clearly defined and kept free of obstructions.
- Materials shall not be stored so that they project into aisles or passageways in a manner that could cause persons to trip or could hinder emergency evacuation.
- Materials stored within supply rooms must be neatly stacked and readily reached by adequate aisles. Care should be taken to stack materials so they will not topple over.
- Under no circumstances will materials be stacked within 18 inches of ceiling fire sprinkler heads.
- Chairs with broken legs or missing casters should be removed from service.
- Chairs should not be used as a ladder or step stool for any reason.
- Warped, cracked or broken chair mats present a tripping hazard and should be discarded.
- Book cases should be evenly loaded to prevent tip over.
- Book cases should be affixed to a wall to prevent tip over during an earthquake.
- Whenever possible file cabinets should be arranged side by side and bolted together.
- Individual file cabinets should be affixed to a wall.
- Do not stack file cabinets on tables or desks. Two drawer file cabinets must not be stacked, unless they are designed to be stacked and locked together.
- Load file cabinets by placing the heaviest items in the bottom drawer. Do not overload upper drawers of file cabinets.
- Open file drawers one at a time.
- Prevent tripping hazards by closing file drawers when not in use.
- Dispose of broken glass in marked containers such as boxes. Do not throw loose glass pieces into wastebaskets.

Slips, Trips and Falls *All*	Slips, trips, and falls are the most common office accident, accounting for the greatest number of disabling injuries. Some of the more common causes of office slips, trips, and falls are tripping over an open desk or file drawer, bending while seated in an unstable chair, tripping over electrical cords or wires, using a chair or stack of boxes in place of a ladder, and slipping on wet floors. Loose carpeting, objects stored in halls or walkways, and inadequate lighting are other hazards that invite accidental slips, trips, and falls. The following guidelines should be used to prevent slips, trips, and fall hazards. • Be sure the pathway is clear before you walk. • Close drawers completely after every use. • Avoid excessive bending, twisting, and leaning backward while seated. • Extension cords shall be placed so they do not present a tripping or slipping hazard. • Tape the cord down or provide a cord runner. • Always use a stepladder for overhead reaching. Chairs should never be used as ladders. • Clean up spills immediately. • Pick up objects co-workers may have left on the floor. • Report loose carpeting or damaged flooring. • Never carry anything that obscures your vision. • Wear stable shoes with non-slip soles.
Back Injury Prevention *All*	Back injuries as a result improper lifting techniques are common during material handling activities. Whenever possible, mechanical equipment such as dollies, wheeled carts, or pallet jacks should be used for material handling to prevent the need for personnel to physically lift the material. When employees must lift materials, they should be reminded to practice proper lifting techniques. Proper lifting techniques include the following: • Always lift with your legs and keep your back as straight as possible. • Bend at the knees and not at the waist. • Limit twisting and turning during the lift. • Keep the object as close to the body as possible. • Maintain sure footing. • Firmly grasp the object with both hands. Employees should not attempt to lift an object that weighs over 50 pounds without obtaining assistance. Also, employees should obtain assistance when handling oversized, bulky, and/or awkward objects. Work activities should be planned to keep material handling activities to a minimum, and employees should pace work activities to prevent fatigue and overexertion.
Office Electrical Safety *All*	The following guidelines should be used to reduce the potential for electrocution and/or fires associated with electrical equipment in the office environment. • HRH shall make sure that all electrical installations and equipment are suitable for their intended use and the conditions in which they are operated e.g. computers, printers, kitchen / pantry equipment. • Electrical equipment shall only be used for its intended purpose • Extension cords shall only be used in situations where fixed wiring is not available. • Extension cords shall be kept in good repair, free from defects in their insulation. • Extension cords should not be kinked, knotted, abraded, or cut. • Extension cords should be examined on a regular basis for fraying and exposed wiring. • Extension cords shall not be placed through doorways having doors that can be closed, and thereby damaging the cord. • Extension cords shall be of the grounding type (three-prong plug). • Do not attempt electrical repairs. Only qualified and authorized personnel shall repair, install, or adjust electrical equipment. • Operate only those switches that you are trained to use. • Do not overload electrical outlets or power strips. Overloading electrical circuits and extension cords can result in a fire. • Have frayed electrical cords, lose or broken electrical wires, broken outlet covers and receptacles, and worn or broken electrical plugs replaced by a qualified electrician. • Make sure your hands are dry before plugging or unplugging electrical equipment. • Do not place liquids on or around electrical equipment (such as computers, radios, copiers, printers or microwaves). • Do not block electrical panel doors. At least 3 feet of clearance is required at all times in the front of any electrical panel. • Electrical panel doors should always be kept closed. • Never remove the third (grounding) prong from any three-prong piece of equipment.

Ergonomics *All*	Computers are common in today's offices and workplaces. Many employees spend all or part of their workdays using a computer workstation. If set up or used incorrectly, computer workstations can cause temporary discomfort and in some cases, repetitive motion disorders (RMD). Ergonomics is the science of adapting the job to the worker by designing tasks and tools that are within the worker's capabilities and limitations. The application of certain ergonomic principles can make working at a computer workstation more comfortable. To reduce the potential for discomfort and the development of RMD, primary considerations should be given to work station design and lighting. One of the key aspects of the ergonomics program is identifying and educating employees who have a high risk of developing RMD. Early identification of symptoms with prompt intervention helps prevent more serious or chronic problems. Employees experiencing symptoms (e.g., chronic pain, fatigue, swelling, burning, tingling and numbness of joints) consistent with RMD are to report the potential injury to their supervisor. The following guidelines can be used to prevent employee discomfort and RMD when working at a computer workstation. • Organize your desk or work table to accommodate the materials and equipment you need to use. Place the items you need regularly within easy reach. Experiment with the placement of your keyboard, screen, and other items you work with to find the arrangement that works best for you. • The hands and wrists of an individual working at a computer should be parallel to the floor, neither slanting upward nor downward, but keeping the wrists and arms in a neutral, horizontal position. • If your wrists are slanted upward, lower your keyboard until your wrists and hands are horizontal. • Alternate tasks to reduce repetition and take several micro-breaks of approximately 1 minute each several times an hour to relax your hands and fingers. Performing hand and wrist exercises during the micro-breaks may also be beneficial to reduce strain and fatigue. • When using a document holder position it at a level that is comfortable, close to the screen, and at or close to the same level. • Position the desk lamp, if used, so that it illuminates the source document without creating a glare on the computer screen. • Adjust the height of your chair's seat so that your thighs are horizontal to the floor, your feet rest flat on the floor, and your arms and hands are comfortably positioned at the keyboard horizontal to the floor). For maximum comfort, the seat height, backrest, and armrests should be easily adjustable. • Use a chair constructed of a padded, roughly-textured, porous, cloth material (rather than plastic-fabric) to help prevent sliding and heat buildup. • Use a footrest if your chair is too high for your feet to rest flat on the floor when seated at your workstation. • Adjust the back rest of your chair so that it supports your lower back and fits the curvature of your spine. • Change your seated position frequently throughout the work day. • Use a chair with removable armrests. Some operators will prefer to work without the armrests. When armrests are used during data entry or other keyboarding, they should be adjusted so that they allow the forearms to be kept parallel to the floor. • Workstations and screens should be arranged to minimize glare that comes from windows, overhead lighting, and high-reflectance wall paints or wall coverings. • Use drapes, shades, or blinds to control glare. Uncontrolled outside light from windows is frequently the most significant cause of glare. • Use indirect or shielded lighting when possible. • Avoid intense or uneven lighting in the field of vision. • Antiglare screens are sometimes helpful, but may cause the characters to become fuzzy. The anti-glare screen should be cleaned frequently to minimize fingerprints and dust that can reduce the character clarity. • If you wear glasses, your vision specialist can provide lenses with a glare-reducing finish. • Reduce overhead lighting, where possible, by turning off lights or switching to lower wattage bulbs. • Distance between your eyes and the computer monitor should be within the range of 20-26 inches. This is slightly farther than the typical reading distance of 12-18 inches. • In most situations, the top of the computer screen should be slightly above eye level. • Rest your eyes during the workday by (1) changing focus distance (focus on a fixed point in the distance for a few moments), and (2) pausing and closing them.