**DEPARTMENT OF EDUCATION- NATIONAL CAPITAL REGION**
**SCHOOLS DIVISION OF PASAY CITY**

# MODULE IN TLE 9 (COMPUTER SYSTEM SERVICING)
### First Grading / Week 1 / Day 1

Name of Student: _____     Grade and Section: _____
Name of Teacher: _____

*Objectives:*
*Assemble computer hardware in accordance with established procedures and system requirements.*
- *Identify the safety precautions and procedures in assembling computer hardware.*
- *Observe and follow OHS policies and procedure in assembling computer hardware.*

*Lesson: Occupational Health and Safety Policies and Procedure*     **WHAT TO KNOW**

This module is intended to give you some guidelines and advice on common areas of health and safety problems in the computer industry and to help you gain a general awareness of your responsibilities as user and technician in a safe environment.

**Occupational Health and Safety** (OHS) is a planned system of working to prevent illness and injury where you work by recognizing and identifying hazards and risks. Health and safety procedure is the responsibility of all persons in the computer and technology industries. You must identify the hazards where you are working and decide how dangerous they are. Eliminate the hazard or modify the risk that it presents.

**Occupational Health and Safety** (OHS) refers to the legislation, policies, procedures and activities that aim to protect the health, safety and welfare of all people at the workplace. Every worker has a right to healthy and safe work and to a work environment that enables them to live a socially and economically productive life.

Safety practices should be learned early and always adhered when working with any electrical device including personal computers and peripherals. Computer equipment can be dangerous, and others can be injured if proper safety guidelines are neglected.

The following statements are some safety precautions and procedure to take before working with any computer devices.



### Basic Precautions and Procedures

Before doing anything, listen to your teacher's instruction to prevent accidents or any unwanted events that may occur in your workplace.

Before starting the installation, read carefully the documentation and procedures on any hardware settings that may be required.

Always wear personal protective equipment (PPE) like coverall, shoes with rubber sole, anti-static wrist strap to reduce the chance of being shocked or seriously injured in an electrical accident.

Remove jewelries when working inside any computer related equipment.

Applying safety measure when handling tools and equipment are necessary to avoid certain damages.

Avoid playing or running while inside the room.

Do not work on components that are plugged into their power source.

Do not remove internal devices of the computer such as expansion card when it is turned on.

Do not work on a computer when you are wet because you might get electrocuted.

Be sure not to mix electronic components with water.

Ask for assistance from your teacher when working with computer devices.

Failure to do the proper setting may cause damage to your computer.

Without an effective cooling fan, the CPU can overheat and cause damage to both CPU and the motherboard.

Test the computer, insuring that it meets the necessary system requirements before booting up.

If the computer does not pass any of the power on self-test (POST), the computer will receive an irregular power on self-test. An irregular POST is a beep code which is different from the standard beep which can either be no beeps at all or a combination of different beeps.

Beep.....

**Occupational Health and Safety**

The student is further expected to maintain good health, to be neat in personal appearance and to practice safe working procedures at all time with appropriate equipment.

**REFERENCES FOR FURTHER ENHANCEMENT**
- Book/Module: TLE ICT Computer Hardware Servicing 9, page33
- Book/Module: Computer System Servicing, NC II, Install and Configure Computer Systems, page 12
- YouTube: https://www.youtube.com/watch?v=-pQb99daOiw

**Name of Student:** _____     **Grade and Section:** _____

**Name of Teacher:** _____

**WHAT TO PROCESS**

### EXERCISE 1: LIST DOWN

Directions: Computers are dangerous when safety precautions are ignored. Your task is to list down the Precaution and Procedure while working in computer hardware, choose your answer on the box below.

| PRECAUTION | PROCEDURE |
|---|---|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

- Always wear personal protective equipment
- Applying safety measures in handling tools
- Ask for teacher's assistance when working
- Avoid playing and running inside the room
- Before doing anything, listen to your teacher's instruction
- Before starting installation, read the manual
- Do not remove internal device when it is turned on
- Do not work on computer when wet
- Failure to do the proper setting can cause damage to computer
- Do not work on components that are plugged in to power source
- Test the computer before booting up

### EXERCISE 2: IDENTIFY

Directions: Read the following sentences below and write PRE if it is a precaution and PRO if procedure.

_____ 1. Be sure not to mix electronic components and water

_____ 2. Failure to do the proper setting may cause damage to your CPU.

_____ 3. Before doing anything, listen to your teacher's instruction to prevent accidents or any unwanted events that may occur in your workplace.

_____ 4. Before starting the installation, read carefully the documentation and procedures on any hardware or software settings that may be required

_____ 5. Do not work on a computer when you are wet because you might get electrocuted.

_____ 6. Do not remove internal devices of the computer such as expansion card when it is turned on.

_____ 7. Always wear personal protective equipment (PPE) like coverall, shoes with rubber sole, and anti-static wrist strap to reduce the chance of being shocked or seriously injured in an electrical accident.

_____ 8. Avoid playing or running while inside the room.

_____ 9. Apply safety measures in handling computer components.

_____ 10. Test the computer, insuring that it meets the necessary system requirements before booting up.

### THINGS TO REMEMBER!

1. **Occupational Health and Safety** (OHS) refers to the legislation, policies, procedures and activities that aim to protect the health, safety and welfare of all people at the workplace

2. Safety practices should be learned early and always adhered when working with any electrical device including personal computers and peripherals.

3. Computer equipment can be dangerous, and others can be injured if proper safety guidelines are neglected.

4. The student is further expected to maintain good health, to be neat in personal appearance and to practice safe working procedures at all time with appropriate equipment.

### EVALUATION: MULTIPLE CHOICE

Directions: Read each item carefully. Choose the letter that corresponds to the correct answer in the space provided.

1. Always wear _____ like coverall, shoes with rubber sole, anti-static wrist strap to reduce the chance of being shocked or seriously injured in an electrical accident.
   a. Anti-static Strap
   b. Personal Equipment
   c. Personal Protective Equipment
   d. Rubber Sole

2. Safety practices should be learned early and always adhered when working with any electrical device including personal computers and peripherals because _____
   a. Computer equipment can be dangerous,
   b. Computer equipment can cause others be injured
   c. Computer equipment can cause electrical accident
   d. All of the above

**Name of Student:** _____ **Grade and Section:** _____

**Name of Teacher:** _____

3. The ultimate responsibility for safety rest on ___
   a. You
   b. Your Classmate
   c. Your Principal
   d. Your Teacher

4. Poor and untidy room, excessive noise and inadequate guards are ___
   a. Acceptable risk
   b. Justifiable conditions
   c. Unsafe acts
   d. Unsafe conditions

5. You should report an accident immediately after it occurs so that____
   a. Everyone else can see what is going on
   b. Everyone knows the accident
   c. First-aid can be applied if necessary
   d. Someone else can use the device

6. Water on the floor should be cleaned up immediately because_____
   a. It makes the floor look dirty
   b. It might be needed for cleaning your computer device
   c. Someone might have fun and play with it
   d. Someone might slip on it

7. You should not make unnecessary movement on the workplace because_____
   a. The workplace is already too crowded
   b. You need to pay attention to what you are doing
   c. You might break the computer components unexpectedly
   d. You should only move if you are done

8. You should carry only a few computer components at a time because_____
   a. Someone else may want to use some of the tools
   b. They may be too heavy to carry
   c. You can't use them all
   d. You could have an accident if you drop one

9. In Computer System Servicing class, I can receive a passing grade if _____
   a. I come to class unprepared
   b. I horseplay in class
   c. I put forth my best effort and follow safety rules at all times
   d. I skip class

10. After you have finished using tools and other computer devices, you should _____
    a. Call your teacher to keep them
    b. Leave them out for the next person to use
    c. Place them in the aisle
    d. Return them to the proper storage areas

**TRUE OR FALSE**

Directions: Read carefully each statement below. Place T on the line if the statement is TRUE. Place F if the statement is FALSE.

_____1. Do not work on a computer when you are wet because you might get electrocuted.

_____2. Always wear personal protective equipment (PPE) like coverall, shoes with rubber sole, anti-static wrist strap, etc.

_____3. Remove internal devices of the computer only when it is turned on.

_____4. Listen to your teacher's instruction to prevent accidents or any unwanted events that may occur in your workplace.

_____5. Ask for assistance from your teacher when it comes to dealing with computer devices only when necessary.

_____6. The student is expected to be neat in personal appearance.

_____7. Applying safety measure when handling tools and equipment is optional to avoid certain damages.

_____8. The student is expected to practice safe working procedures at all time with appropriate equipment.

_____9. It is a privilege enjoyed by every worker to work in a healthy and safe work environment that enables them to live a socially and economically productive life.

_____10. Occupational Health and Safety (OHS) refers to the legislation, policies, procedures and activities that aim to protect the health, safety and welfare of all people at the workplace.

Prepared by:

**JONALYN O. ROSARIO**
Pasay City North High School
Tramo Campus

**Name of Student:** _____   **Grade and Section:** _____
**Name of Teacher:** _____

## ANSWER KEY

### EXERCISE 1: LIST DOWN

**PRECAUTION**

1. Avoid playing and running inside the room
2. Do not remove internal device when it is turned on
3. Do not work on computer when wet
4. Failure to do the proper setting can cause damage to computer
5. Do not work on components that are plugged in to power source

**PROCEDURE**

6. Always wear personal protective equipment
7. Applying safety measures in handling tools
8. Ask for teacher's assistance when working
9. Before doing anything, listen to your teacher's instruction
10. Before starting installation, read the manual
11. Test the computer before booting up

### EXERCISE 2: IDENTIFY

1. PRE
2. PRE
3. PRO
4. PRO
5. PRE
6. PRE
7. PRO
8. PRE
9. PRO
10. PRO

### EVALUATION: MULTIPLE CHOICE

1. C
2. D
3. A
4. D
5. C
6. D
7. C
8. D
9. C
10. D

### TRUE OR FALSE

1. T
2. T
3. F
4. T
5. F
6. T
7. F
8. T
9. T
10. T