

**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: _____
Name of Teacher: _____

Grade and Section: _____

Objectives:

Plan unit assembly to ensure OHS policies and procedures are followed in accordance with systems requirements.

- **Identify the safety precautions and procedures in assembling computer hardware.**
- **Observe and follow OHS policies and procedure in assembling computer hardware.**



WHAT TO KNOW

Lesson: Occupational Health and Safety Policies and Procedure



















This lesson is intended to give you some guidelines and advice in common areas of health and safety issues in the computer business 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 are 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 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 peripheral devices.

Computer equipment can be dangerous, and others can be injured if proper safety guidelines are neglected. The following statements are some safety precautions and procedures to take before working with any computer devices.

Basic Precautions and Procedures 	
 <p>Before doing anything, listen to your teacher's instruction to prevent accidents or any unwanted events that may occur in your workplace.</p>	 <p>Do not work on a computer when you are wet because you might get electrocuted.</p>
 <p>Before starting the installation, read carefully the documentation and procedures on any hardware settings that may be required.</p>	 <p>Be sure not to mix electronic components with water.</p>
 <p>Always wear personal protective equipment (PPE) like overall, shoes with rubber sole, anti-static wrist strap to reduce the chance of being shocked or seriously injured in an electrical accident.</p>	 <p>Ask for assistance from your teacher when working with computer devices.</p>
 <p>Remove jewelries when working inside any computer related equipment.</p>	 <p>Failure to do the proper setting may cause damage to your computer.</p>
 <p>Applying safety measure when handling tools and equipment are necessary to avoid certain damages.</p>	 <p>Without an effective cooling fan, the CPU can overheat and cause damage to both CPU and the motherboard.</p>
 <p>Avoid playing or running while inside the room.</p>	 <p>Test the computer, insuring that it meets the necessary system requirements before booting up.</p>
 <p>Do not work on components that are plugged into their power source.</p>	 <p>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.</p>
 <p>Do not remove internal devices of the computer such as expansion card when it is turned on.</p>	

Occupational Health and Safety

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>

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You are expected to maintain good health, to be neat in personal appearance and to practice safe working procedures at all time with appropriate equipment.



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. _____

2. _____

3. _____

4. _____

5. _____
6. _____

7. _____

8. _____

9. _____

10. _____

- Always wear personal protective equipment

Ask for teacher's assistance when working

Before doing anything, listen to your teacher's instruction

Do not remove internal device when it is turned on

Failure to do the proper setting can cause damage to computer

Do not work on components that are plugged in to power source
- Applying safety measures in handling tools

Avoid playing and running inside the room

Before starting installation, read the manual

Do not work on computer when wet

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.

_____2.

_____3.

_____4.

_____5.

_____6.

_____7.

_____8.

_____9.

_____10.
- Be sure not to mix electronic components and water

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

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, carefully read the documentation and procedures on any hardware or software settings that may be required

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

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

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.

Avoid playing or running while inside the room.

Apply safety measures in handling computer components.

Test the computer, ensuring 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 on 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 to be injured

c. Computer equipment can cause electrical accident

d. All of the above

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Name of Teacher: _____

Grade and Section: _____

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 cannot 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 play in class

c. I always put my best effort and follow safety rules

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. Put them in the corridor

d. Return them to the proper storage areas

TRUE OR FALSE

Directions: Read each statement carefully. Write T if the statement is TRUE and Write F if the statement is FALSE. Write your answers on the space before each number.

- _____

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.

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