



# Information Technology Work Health Safety Compliance Checklist

Red Opal Innovations

Version 1

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### Introduction

This document outlines the safe work procedures that must be followed by ROI staff working in the Information Technology Department. It is a condition of employment that all IT staff follow these procedures at all times. During a new staff member's induction, a copy of this policy is supplied and discussed with each employee, and written confirmation of this is received from the employee.

The procedures outlined cover computer repair, safe handling of equipment, lifting equipment and the use of trolleys.

### Safe work procedures

The following checklist is to be worked through and discussed with each staff member during their induction. Where an employee doesn't understand an item, or is not aware of the safe work procedure, it is the responsibility of the supervisor to provide the proper training.

#### General

##### Emergencies

- ☐ I am aware of the locations of nearest fire exits.
- ☐ I am aware of the location of the emergency assembly point.
- ☐ I am aware of the emergency alarm system for the building (alert, evacuation tones, etc.).
- ☐ I am aware of contact details for Nominated First Aid Officers in the building.
- ☐ I am aware of the requirement and method for reporting incidents, injuries, illness and hazards.
- ☐ I am aware of the location of the fire extinguishers (Electrical; Dry powder type OR CO2 fire extinguisher).
- ☐ I am aware of the location of the electricity isolation switch for the room.

##### Personal protective equipment and clothing

Personal protective equipment (PPE) is clothing or equipment designed to protect the wearer (employee, students, contractors or visitors) against workplace hazards.

- ☐ I am aware that I am not permitted to use organisation facilities or equipment, or to enter organisation buildings, unless I am wearing the appropriate clothing and footwear.
- ☐ I have received appropriate instruction in the use of personal protective equipment and clothing.
- ☐ I am aware that I will need to wear appropriate eye protection (safety glasses) to reduce the risk of eye injury when working on the internal components of a computer. Typical hazards might include flying particles, dust, splashing substances, harmful gases, vapors and aerosols.
- ☐ I am aware that hand injury is an identified risk from sharp surfaces and that this hazard is associated with a potential for hand injury.
- ☐ I am aware that protective footwear (enclosed shoes) is a requirement as the nature of the work exposes me to a risk of injury to feet or an increased risk of slipping and/or tripping.
- ☐ I am aware that I need to maintain and inspect all my personal protective equipment and clothing.

## Computer equipment

### Internal devices

- ☐ I will remove all power leads connected to the unit being serviced before attempting service.  
(Repairs and replacements of faulty parts can and should be done with the equipment isolated from the supply. No diagnostic testing will be carried out on live equipment; preventing access to the live parts most effectively controls this risk.)
- ☐ I will never work on or near equipment that is live, at dangerous voltages.
- ☐ I am competent, aware and trained in doing the work, or, if not, I will ensure that I am adequately supervised.
- ☐ I am aware that there may be some components such as capacitors, or the cathode ray (Monitor) tube itself, which may still have some significant remaining charge that should be allowed to dissipate.
- ☐ I will make sure that everyone in the vicinity is aware of the dangers arising from the testing work, and that they follow any precautions that are necessary.
- ☐ I will make sure I allow plenty of space to work in, removing clutter or any objects that may pose a hazard.
- ☐ I will never leave equipment unattended when it is in a dangerous condition (e.g. with live conductors exposed).
- ☐ I will limit access to the test area as far as is practicable to only competent persons carrying out the testing.
- ☐ I am aware that internal components and cases may have sharp edges and I will wear gloves to protect my hands.

### Safe handling

- ☐ I am aware of the basics of good lifting, including:

### Assessing the situation

1. Can I lift this load safely, or is it a two-person lift?
2. How far will I have to carry the load?
3. Is the path clear of clutter, cords, slippery areas, overhangs, stairs, curbs or uneven surfaces?
4. Will I encounter closed doors that need to be opened?
5. Once the load is lifted, will it block my view?
6. Can the load be broken down into smaller parts?
7. Should I wear gloves to get a better grip and protect my hands?

### Sizing up the load

1. Test the weight by lifting one of the corners. If it is too heavy or an awkward shape, stop.
2. If there is any doubt, ask for help from fellow workers.
3. Try to use a mechanical lift or a hand truck.
4. Try to break the load down into smaller parts.

### Using good lifting techniques

1. Get close to the load. Centre myself over the load and stand with my feet shoulder width apart.
2. Tighten my stomach muscles. Tight abdominal muscles increase intra-abdominal pressure and help to support the back.
3. Get a good handhold and pull the load close to me. The farther the load is from your body, the heavier it will feel.
4. Bend my knees. Bending my knees is the single most important thing I can do when I lift moderate to heavy objects. Squat down like a weightlifter, bend my knees, keep my back in its natural arch, and let my legs do the lifting. My leg muscles are much more powerful than the smaller muscles in my back.
5. Do not jerk. Use a smooth motion and lift straight up.
6. Do not twist or turn my body while lifting. Keep my head up and look straight ahead. Hold the load close and keep it steady.

### Carrying the load

7. Change direction by turning my feet, not my back.
8. My nose and my toes should always be pointing in the same direction. Any sudden twisting can result in taking out my back.
9. Rest if I fatigue. Set the load down and rest for a few minutes.

### Setting the load down

1. Bend my knees. Squat down and let my legs do the work.
2. Keep my back straight. Remember not to twist my body while setting down a load and keep my head up. Keep the load close.
3. Plan my release. Once the load is where I want it, release my grip. Never release my grip until the load is secure.

### Using trolleys and lifting aids

1. Push rather than pull. It is easier and safer to push than to pull. You can use your body weight to assist when pushing.
2. Keep close to the load and lock my arms. Try not to lean over and keep my back in its natural arches.
3. Use both hands. Carts are easier to push and control using both hands.
4. Use tie-downs, if necessary, to secure the load.

## Agreement

I have read and discussed the above WHS policy with my supervisor and agree to abide by it at all times.

Name:

Signed:

Date: