

OFFICE SAFETY

Safety and Health Officer Certificate Programme



Session/Lesson Plans

Timing (minutes)	Learning Objective	Main tasks / Process	Resources / tools
5	Title	Standard Operating Procedures for Power Press Machine	Slide 1
5	Index	<ul style="list-style-type: none"> Contents of the presentation 	Slide 2
15	Introduction	<ul style="list-style-type: none"> The main purpose of guideline Limitation How to use the guideline 	Slide 3, 4 and 5
10			Slide 6-15
10			Slide 16 - 25
BREAK (30 MIN)			
45			Slide 26 - 35
10			Slide 36 - 49
10			Slide 50 - 48
BREAK (LUNCH)			
20			Slide 49 + Video duration (15 min)
10			Slide 50
15			Slide 51
30			Slide 52
BREAK (30 MIN)			
120			
Total Time			

OBJECTIVES



- List 4 categories of office hazards
- List at least 7 measures related to office safety

- Hazards at the office
- Accidents and diseases
- Safety and health measures
- Statutory requirements
- Conclusion



HAZARDS AT THE OFFICE

List hazards according to the categories below:

- Physical
- Chemical
- Biological
- Ergonomic



HAZARDS AT THE OFFICE

PHYSICAL

- Electrical
- Equipment/machinery
- Ventilation
- Lighting
- Radiation
- Temperature
- Fire



HAZARDS AT THE OFFICE

CHEMICAL

- Dust – from furniture, carpets

- Gas and vapours
 - Generation of ozone gas from photocopiers and laser printers
 - Cigarette smoke
 - New equipment



HAZARDS AT THE OFFICE

BIOLOGICAL

- From the air-conditioning system
- Bacteria/virus



HAZARDS AT THE OFFICE

- ERGONOMIC

- Physical stress
- Mental stress



- ❖ Use of equipments such as computers, work tables, chairs that are unsuitable
- ❖ Lifting loads

ACCIDENTS AND DISEASES

1. Falling from height

- Falling while arranging or taking files from high storage racks

2. Falls

- Trip or entangled with obstructions on the floor such as cables or carpet

ACCIDENTS AND DISEASES

3. Fire

- Short circuit, cigarette butt

4. Hitting obstructions

- Hitting obstructions such as open cabinet drawers, boxes on the floor

ACCIDENTS AND DISEASES

5. Contact with hot surfaces or electrical currents
 - Exposed wires

6. Exposure to chemicals
 - Glue, solvents

ACCIDENTS AND DISEASES

7. Exposure to radiation

- Ultra violet rays, excessive sunlight and radiation from Video Display Units

8. Contact with sharp object

- Knives, scissors, paper cutters

ACCIDENTS AND DISEASES

9. Repetitive Strain Injuries

- Use of computers, manual handling or use of handling aids

10. Biological related diseases

- Sick building syndrome, virus, bacteria, insects or animals such as cockroaches and rodents, decorative plants

11. Problems related to senses

- Eyesight due to *glare*, sense of smell, hearing, vibration

SAFETY & HEALTH MEASURES

1. Formulate a written Safety and Health Policy
2. Establish a Safety and Health Committee comprising management and worker representatives
3. Train workers in aspects of safety and health (example: fire drill, proper manual handling methods)

SAFETY & HEALTH MEASURES

4. Prepare a safety and health handbook or manual for worker safekeeping and reference
5. Prepare and implement safety and health procedures (example: prohibit smoking)
6. Prepare safe work procedures for high risk work activities (example: arrangement of files in high places)

SAFETY & HEALTH MEASURES

7. Inspect and monitor workplace environment from time to time using a checklist
8. Formulate an Emergency Response Plan (ERP)
9. Establish and train an emergency response team (ERT)
10. Improve workplace housekeeping
11. Ensure proper office arrangements

SAFETY & HEALTH MEASURES

11. Allocate sufficient access routes
12. Use mechanical equipments/aids lifting works
13. Properly maintain equipments and machines
14. Allocate designated areas for storage of hazardous materials and ensure proper labeling of containers

SAFETY & HEALTH MEASURES

15. Prepare emergency equipments (example: fire extinguishers, hose reels, alarms, first aid kits)
16. Send workers for medical checkups and counseling if and when necessary

SAFETY & HEALTH MEASURES

17. Conduct induction course for new staff
18. Strive to get full commitment of staff and workers
19. Organise occupational safety and health campaigns and activities

STATUTORY REQUIREMENTS

- Occupational Safety and Health Act 1994
 - Section 15, General Duties of Employer

- Office Safety Guidelines published by DOSH
- Electricity Supply Act 1990
- Fire Services Act 1988
- Uniform Building By-Laws 1984

CONCLUSION

- ❑ The office may harbour various hazards that may cause accidents and diseases.
- ❑ These accidents and diseases may be prevented by taking multiple and relevant safety and health measures.

CONCLUSION

- There are various regulatory requirements and guidelines, of specific and general nature, that highlight provisions related to safety and health in the office and building.