

OFFICE SAFETY

Safety and Health Officer Certificate Programme





Session/LessonPlans

Timing	Learning Objective	Main tasks / Process	Resources / tools
(minutes)			
5	Title	Standard Operating Procedures for Power Press Machine	Slide 1
5	Index	Contents of the presentation	Slide 2
		The main purpose of guideline	
15	Introduction	• Limitation	Slide 3, 4and 5
		How to use the guideline	
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	







- ☐ List <u>4 categories of office hazards</u>
- ☐ List at least <u>7 measures related to office</u> <u>safety</u>





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

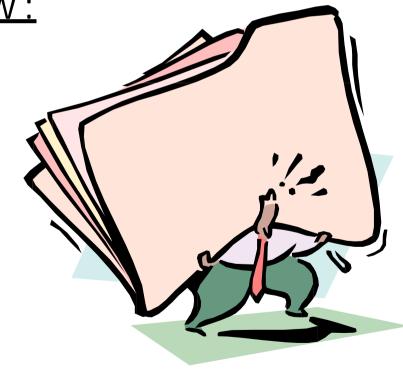




List hazards according to the

categories below:

- Physical
- Chemical
- □ Biological
- Ergonomic





PHYSICAL

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





CHEMICAL

- Dust from furniture, carpets
- ☐ Gas and vapours
 - Generation of ozone gas from photocopiers and laser printers
 - Cigarette smoke
 - New equipment





BIOLOGICAL

- ☐ From the air-conditioning system
- □ Bacteria/virus





- **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



- 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)



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



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



- 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



- 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



- 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 habour various hazards that may cause accidents and diseases.
- ☐ These accidents and diseases my 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.