

PURPOSE/APPLICATION

To protect workers from injuries in the office environment, CPES will ensure employees are aware of the potential and existing hazards in the office environment.

PPE

- Hazard-Specific PPE

TRAINING

- Safe Lifting Practices
- WHMIS 2015

HAZARDS & CONCERNS

- Personal Injury
- Property Damage
- Gravity
- Chemical



PRECAUTIONS

- Identify all hazards associated with the tasks performed in the office environment
- Keep work area clean, orderly, and free of obstructions
- Know all emergency procedures associated with the office environment
- Read the SDS and labels to know the procedures for safe use, storage, and handling of hazardous products, materials, and substances that you work with

OFFICE EQUIPMENT SAFETY

File Cabinet Safety

- Close cabinet drawers when not in use
- Do not open more than one drawer at a time
- Place cabinets so that the drawers do not open into high traffic areas
- Load cabinets starting from the bottom for stability
- Secure all cabinets to wall joist or floor
- Place the heavy files in the bottom drawers
- Use handles to close drawers to avoid catching fingers
- Avoid overfilling cabinets to prevent paper and staple cuts
- Do not keep heavy objects on top of tall filing cabinets
- Empty cabinets before moving

Paper Shredder

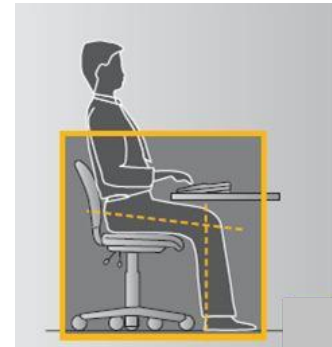
- Never put fingers or objects other than paper (like paper clips or staples) into the shredder feed opening

- Keep jewelry, long hair, ties, lanyards, etc. away from the paper shredder feed opening
- Feed paper smoothly into the shredder, not forcing the paper in
- If there is a paper jam, and forward and reverse buttons don't move the paper, disconnect the power source, and contact a qualified person to make repairs. Don't overheat or burn out the motor.
- If the shredder motor overheats, turn off the shredder for at least 15 minutes, allowing the motor to cool before using again
- Locate the paper shredder and its power cord outside of foot traffic areas

Office Ergonomics

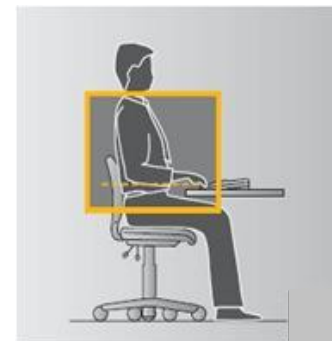
Adjusting Your Chair

- Raise or lower the chair until the edge of the seat pan is just below your kneecap when you are standing
- Sit with your feet resting flat on the floor and your legs at a 90-110-degree angle
- Allow enough space for a two to three fingers can fit between the edge of the seat pan and the back of your knees
- Adjust the backrest to support your lower back. You may need to move the backrest up or down as well as towards you, or away from you



Adjusting an Adjustable Working Surface

- Sit with your arms hanging straight at your side
- Adjust the desk or keyboard tray to be level with your elbows
- Raise your forearms to create a 90-degree angle at the elbow



Adjusting a Non-adjustable Working Surface

- Sit with your arms hanging straight at your side
- Raise/lower your chair until the desk or keyboard tray is level with your elbow. Your forearms should create a 90-degree angle at the elbow.
- Use a footrest to support your feet and keep a 90-degree to 110-degree angle at the knee
- Raise the desk until the working surface or keyboard is at the level of the elbow. Place blocks under the desk to raise it if necessary
- Raise the forearm to create a 90-degree angle at the elbow

Adjusting Your Keyboard

- Place the keyboard directly in front of you and line the "B" up with your bellybutton
- Type with your wrists "floating" over the keyboard
- Maintain a straight wrist position when you are typing

- Be mindful of the edge of the desk, resting your wrists on the edge will result in inflammation and pain in the wrist

Adjusting Your Mouse

- Place the mouse in front of your "mouse hand". You should not have to reach away from your body to operate the mouse
- Position the mouse at the same height as the keyboard. Remember to maintain a 90-degree elbow angle
- Maintain a straight wrist position when you are using the mouse
- Use your whole arm to move the mouse
- If you are a dedicated mouse user, try to work with your forearm supported. An L-shaped desk surface or an armrest can be used to support your forearm
- Be mindful of the edge of the desk, resting your wrists on the edge will result in inflammation and pain in the wrist
- Consider reducing mouse use by incorporating the use of shortcut keys on the keyboard to (i.e. Undo = Ctrl + Z; Cut = Ctrl + X; Copy = Ctrl + C; Save = Ctrl + S; Select All = Ctrl + A).
- Try alternating the mouse between your left and right hand – this will reduce any potential for strain over time. It will take time for your non-dominant hand to be as effective as your dominant hand

Adjusting Your Monitor

- Adjust the monitor height so that the top 3rd of the screen is level with your eyes. Use a monitor stand to raise the monitor height Position the monitor approximately one arm's length away from you when you are sitting
- If you wear bi-focal glasses, set the monitor height such that you can see the screen with your neck in a natural position – not tilted forwards or backwards

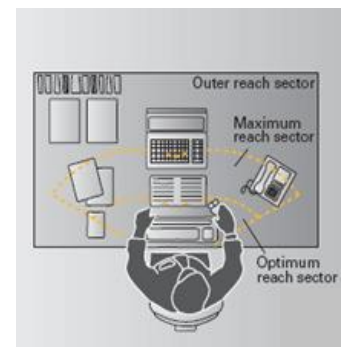


Adjusting Your Document Holder

- If you regularly refer to documents while typing, always try to place the document directly between the keyboard and the computer screen. A document holder will reduce neck and back twisting when reading from documents

Desk Setup

- Arrange items within sight and reach. Place your phone, writing equipment, and other frequently used items within easy reach from where you sit. You should not need to stretch to reach frequently used objects.
- Manage cables. If you have cables on your keyboard, mouse, or other peripherals, collect them so they are out of the way and do not pull against your work. Bundle monitor and other cables so they are out of the way



Lighting/Glare

- Locate your monitor parallel to the windows and in between overhead light panels

- Use curtains and blinds to control the amount of natural light entering your office
- Eliminate light sources that shine or reflect directly into your eyes
- Control light sources that shine directly above your computer monitor. Lights directly above a monitor can create glare

Noise

- Install sound absorbing materials when possible, such as carpets, acoustical tiles, office dividers, or rubber pads under printers
- Locate photocopiers, fax machines and other noisy office equipment in a separate room
- Follow a regular maintenance schedule for the office equipment

MATERIAL HANDLING

- Assess weight, distance, and hazards before lifting and carrying a load. Split the load into smaller manageable ones if possible
- Utilize equipment such as carts and trollies
- Ask a co-worker for assistance
- Keep objects that you are lifting or carrying close to your body. The farther the object is from your body, the greater the strain will be
- Slide objects close to you before lifting them
- When squatting to lift, do not let your knees get between yourself and the load. If the load is not too wide, spread your knees apart so you can bring the load close to your belly.
- Work with your upper body as close to upright as possible. For low level work, bend your knees, squat, or kneel. Consider a longer handled tool.
- Minimize twisting of your spine. Move your feet or swivel your chair instead of twisting at the waist or neck, so that your hips and shoulders are facing in the same direction.

GENERAL DO s AND DON 'T s

The DOs

- DO** Inspect all office furniture to ensure it is in good repair
- DO** Ensure all office equipment is maintained according to manufacturer's specifications
- DO** Position office equipment to reduce strain on the worker's body
- DO** Maintain housekeeping in the office to reduce the risk
- DO** Wear shoes with good traction and support and keep walking surfaces clear to avoid slips, trips or falls
- DO** Use an ergonomic mat for prolonged standing
- DO** Vary standing postures by shifting body weight from both to one or the other leg
- DO** Use the buddy system when lifting heavier objects
- DO** Activate your core muscles to protect your spine when lifting. Start by tightening your abdominal muscles, targeting your belly button.
- DO** Maintain the natural inward curve of your low back. This curve may flatten when you bend or sit, increasing the strain on the low back. Looking forward (not down) during a lift helps to maintain this curve.

- DO** Push, don't pull, whenever possible. Pulling an object that you are facing puts more strain on back muscles than pushing it. If you must pull something, try to use 2 hands to avoid twisting.
- DO** Ensure that all electrical cords are in good condition
- DO** Break up repetitive tasks or static postures by taking a microbreak (30-60 seconds) every 20 minutes. Rotate tasks throughout the day
- DO** Clean all spills immediately, barricade area and post signs
- DO** Know the location of all fire extinguishers and ensure that they are inspected as per SWP-05

The DON'Ts

- DON'T** Lift anything that is beyond your capabilities. Use mechanical means or ask for assistance
- DON'T** Use sudden quick movements when lifting. If not performed carefully, sudden quick movements will put more strain on your back than moving more slowly (e.g., avoid jumping from loading docks or high vehicles)
- DON'T** Use any controlled chemicals until you have read the SDS and are familiar with the associated hazards and controls. Ensure you use any required PPE
- DON'T** Use desk chairs or swivel chairs for standing to reach items out of reach. Use a proper step stool or ladder
- DON'T** Allow materials to block pathways or escape routes
- DON'T** Overload electrical outlets, use power bars with surge protection

REFERENCES / ADDITIONAL INFORMATION

Manufacturer's Specifications

SWP 21 – Working Alone

SWP 22 - Material Handling

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