

# BCTS Provincial Safe Work Procedure #1

## Conducting Office Activities

### KEY HAZARDS

- Slips, trips, falls
- Eyestrain
- Repetitive stress injury
- Back injury or strains
- Harassment and violence



### APPLICABLE SAFETY EQUIPMENT

- Emergency Response Kits
- First Aid Kits (Level 1)
- Fire Extinguishers
- Communications Equipment
- Ergonomic equipment
- Footwear

### PRIOR TO OPERATION

- 1. Using computer workstations and alleviating repetitive stress injury:**
  - Adjust the chair to keep thighs horizontal and knees at right angles and position armrests so elbows are at a 90 degree angle when working.
  - Rest the back against the chair at all times, sit up straight and close to your work
  - Place keyboard and mouse so wrists are in line with the elbows. Hold the mouse loosely and move it with the entire arm rather than just the wrist.
  - Position the monitor so that the screen height is at eye level. Adjust the brightness, contrast, and font size for ease of reading and reduction of eyestrain
  - Perform office exercises on a daily basis by looking away from the monitor, standing up and moving around, changing positions, shaking and stretching of the arms, wrists, shoulders, neck and back.
- 2. When conducting general administrative work:**
  - To avoid electrical shock, replace power cords as required when they show signs of wear. If outlets are damaged, notify the appropriate personnel to have them replaced. Do not attempt to repair equipment or machines if you are not trained.
  - To avoid slips, trips, and falls, don't run in hallways or on stairs. Never stretch cords across walkways unless they are enclosed in a floor strip. Clean up spilled substances immediately. Don't try to read while walking.
  - To avoid falls, bumps, bruises, or cuts, don't climb on furniture to reach a high object. Make sure that desks, filing cabinets, drawers, etc are not protruding out into walking zones. Do not open more than one file cabinet drawer at a time to prevent tipping.
  - To avoid unnecessary or prolonged exposure to hazardous products or activities, take regular breaks from the task and reduce your frequency to the hazard.
- 3) Be familiar with the harassment and violence in the workplace policies:**
  - Update your supervisor or manager early if you encounter concerns
  - Understand your right to refuse unsafe work.

### GENERAL SAFE WORK PRACTICES

- All worksites should be kept clean and orderly.
- Work areas should be properly illuminated.
- The work area's ventilation system should be appropriate for the work being performed.
- Frequent and routine hand washing
- Cover mouth & nose with sleeve or tissue to cough or sneeze
- Spilled materials or liquids must be cleaned up immediately.
- Tools and equipment used by employees at their work station should be in good condition.
- Broken or damaged tools/equipment should be repaired or replaced as necessary.
- Report all unsafe conditions to the supervisor or safety coordinator.
- Report all work related accidents, injuries and illnesses to the supervisor or safety coordinator.
- In the event of fire, call the supervisor and sound the alarm.
- Upon hearing the alarm, stop work safely, turn off machines and evacuate to the appointed location.
- Fire extinguishers shall be kept clear at all times and used if safe to do so during egress of building.
- Suitable fire extinguishing equipment is to be available for immediate use.
- Exits shall be kept unblocked, well-lit and unlocked during work hours.
- Aisles and hallways shall be kept clear at all times.

### EMERGENCY RESPONSE PROCEDURES

In the event of an accident, do the following:

- Assess the accident site to ensure no further danger is present.
- Stabilize the victim and provide First Aid treatment to the best of your ability or call for the First Aid attendant.
- The FA Attendant will designate someone to Immediately call 911 for help and relay the following information:
  - Provide the caller's name and location.
  - State the nature of the injuries and condition of the victim.
  - Provide a call-back number if possible.
  - Continue to provide First Aid and update rescuers on a regular basis.

LOCAL PROCEDURES	BCTS OFFICE
	<b>ATTACHMENTS</b>