

CHAPTER 19

OFFICES

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Purpose

The purpose of this procedure is to establish safety rules within the office setting of the various County offices.

Policy and Procedure

The Supervisor in charge of the office operations is responsible for compliance with the following:

- I. Safe Workplace Conditions
 - a. For VDT work stations, background and screen lighting shall be compatible and adjustable. "No glare" screens shall be available.
 - b. VDT screen positions should be adjustable.
 - c. Chairs should be adjustable.
2. Safe Work Practices
 - a. Work places should be kept free of debris, floor storage, and electrical cords.
 - b. Employees must exercise caution in moving about the office.
 - c. File cabinet drawers shall be opened one at a time and closed when work is finished.
 - d. Care should be exercised in closing file drawers to avoid pinching the employee's or other employees' fingers.
 - e. When carrying loads, care should be exercised to avoid overexertion and strain. A hand cart shall be used for heavy loads.
 - f. Employees shall use proper lifting techniques and avoid overexertion when lifting packages.
 - g. Report all unsafe conditions to your supervisor or the safety coordinator.

- h. Report all accidents, injuries, and illnesses to your supervisor or the safety coordinator.
- i. In the event of a fire, sound alarm.
- j. Upon hearing alarm, stop work and proceed to the nearest clear exit. Gather at the appointed location.
- k. Only trained and designated workers may attempt to respond to a fire or other emergency.
- l. Fire extinguishers shall be kept clear at all times.
- m. Means of egress shall be kept unblocked, well lighted, and unlocked during work hours.
- n. Employees shall not store excessive combustibles (paper) in work areas.
- o. Aisles and hallways shall be kept clear at all times.