

General Safe Work Practices

These safe work practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

1. It is important that all employees report all work related injuries and illnesses to their immediate manager/supervisor as soon as possible after they become aware of the injury or illness.
2. Everyone should exercise extreme care and consideration in the performance of their duties to see they do not cause injury to others or create work hazards that could cause injury to others.
3. No one should try to lift or move heavy or bulky objects, which could cause injury to the back and other body parts. You are requested to seek assistance from the Maintenance and Operations Department.
4. Personal tools, equipment, extension cords, or electrical heaters should not be brought onto District property without the permission of the Facilities Department.
5. Use of electrical heaters to provide warmth for extended periods of time in the past has been the originating cause of buildings fires. As a result, the use of electrical heaters is prohibited and alternative means should be found for providing heat over the cooler months.
6. If it is necessary to use a fire extinguisher, or if you notice that the pressure indicator is outside of the green area, you should report it to the Facilities Department as soon as possible so the extinguisher can be recharged or replaced.
7. When you become aware of a defect in a piece of equipment, remove it from service or report it to the appropriate party so that repairs can be made. Building and equipment defects are to be reported to the Facilities Department. Failure to report faulty conditions for repair can result in injuries.
8. Be sure that any food or liquid spill is wiped up immediately rather than left for someone else to remove.
9. Never attempt to repair electrical equipment or an appliance. They should be removed from service and the Facilities Department notified.
10. File cabinets can be used improperly. Opening two drawers simultaneously can cause a file cabinet to crash to the floor. Whenever possible, cabinets should be bolted together in tandem or secured to the wall if it is convenient. Training should be given to those who utilize the file cabinet's equipment. Filing cabinet drawers should never be left open unattended.
11. Flammable liquids such as duplicating fluid should always be stored in appropriate, closed containers. Large supplies should be stored in UL-approved cabinets or by other appropriate

means described by the fire department. Flammable liquids should never provide a continuous supply to a piece of equipment unless by a Fire Department approved process. An earthquake could cause a spill or possible fire from flammable materials not properly stored. Use secondary containment to guard against spills.

12. Because of ever pending possibility of earthquake occurring, heavy objects should be stored on lower shelves, while lighter and less dangerous items can be stored on the middle and upper shelves. Ideally, all materials stored on shelves should have restraints such as bungee cords.

13. Bookshelves, storage cabinets, and other elevated storage areas should be well secured, securely bolted to the wall, or unitized in such a way as to reduce tipping in an earthquake.

14. Defective furniture, worn carpets, defective stairs, loose handrails, and other facilities defects, which create accident hazards, should be reported to the Facilities Department so repairs can be completed. If possible, remove the objects from service.

15. Everyone should take the time to become educated regarding the emergency procedures in place for responding to fires, earthquakes, or first aid emergencies. Know all means of exit from your work area.

16. Warn others working in the area when a file drawer is open so they do not turn around or straighten up quickly.

17. Paper cutter should be provided with a finger guard. The retaining spring on the paper cutter should be adjusted to hold the blade in the up position. Lock paper cutter blade in down position when not in use.

18. Do not leave a knife or scissors on the desk with the point towards you.

19. Thumbtacks, razor blades, and other sharp objects should not be stored loose in a drawer.

20. Use caution when cleaning up broken glass. Do not place loose in trashcan. Wrap in heavy paper and mark "Broken Glass".

21. Fans used in work areas should be equipped with proper guards, which prevent fingers from being inserted through the mesh.

21. Copiers should be turned off before attempting to remove jammed paper.

22. Organize workstations so that all materials are within easy reach.

Computer Use

These safe practices for users of computer terminals and keyboards should be viewed not only as a way to prevent injury, but also as a way to maximize comfort on the job. Adjustments need to be made to each workstation to customize the station for maximum comfort and efficiency. Most adjustments can be made using existing furniture and equipment. If these safe work practices are implemented diligently, you should find work less stressful and less fatiguing from uncomfortable surroundings.

1. Keyboard should be positioned so wrists and hands are straight or at no less than a 10% upward angle.
2. Keyboard slope should be between 0-25 degrees.
3. Adjust backrest of chair to maintain natural curve of lower back (a lower back pad, such as a pillow or rolled up towel, can support the lower back).
4. Adjust chair height so weight is shifted forward off spine and at keyboard level.
5. Keep feet flat on the floor to help maintain good posture and leg circulation.
6. If above adjustments do not permit your feet to rest on the floor, a footrest should be used.
7. Shift position frequently.
8. If possible, alternate different tasks throughout the day.
9. Be aware of the early warning symptoms of fatigue. When the arm, hand, back, or neck begins to feel tired or strained, the body is signaling that it needs to take a break.
10. Adjust monitor to avoid glare. Use contrast/brightness controls, position angle of screen, adjust nearby blinds or drapes, or use anti-glare filter.
11. Regularly clean the screen.
12. Adjust the height of chair to allow eyes and hands to be in the proper position in relation to screen and keyboard.
13. Adjust monitor to be at least 18-30 inches from eyes.
14. Eye to keyboard distance when seated should be between 17-20 inches.
15. Eye to copy reading distance should be 12-16 inches.
16. Adjust monitor so that the top of the screen is below eye level; viewing angle should be 20 degrees or less.
17. Learn and practice exercises that relieve eyestrain and fatigue, for example:
 - Blink slowly and frequently to keep eyes moist.
 - Rest eyes from light, shape hands into shadow cups, and place lightly over closed eyes and hold for one minute.
 - Periodically look away from screen and focus on another object at least 20 inches away.
 - Roll eyes clockwise, then counterclockwise three times.