

National 4/5

Administration & IT

Health & Safety Homework



Name _____

Teacher _____

Health & Safety Homework

Q1 Identify **3 different health problems** which may arise in any organisation where employees are using IT equipment regularly. 3

Problem 1

Problem 2

Problem 3

Q2 Suggest how **each** of the above problems in Q1 could be solved. 3
Give a **different** solution for each.

Solution 1

Solution 2

Solution 3

Q3 Staff at IT Training Solutions have experienced the following problems. 2

Suggest **one** action which could be taken to prevent each of these problems in the future. Each of your suggestions must be **different**.

(i) Computer operators have complained that direct sunlight makes it difficult for them to read the information on the screen.

(ii) Staff were unsure what to do when the fire alarm sounded.

Q4 This morning a member of staff in Barack plc received an electric shock when she tried to fix a paper jam in the photocopier. She had been unsure of how to deal with the paper jam.

As the Health and Safety Assistant you have been asked to complete the following reminder on the action to be taken if the photocopier develops a fault.

REMINDER TO ALL STAFF

3

The following action should be taken if the photocopier develops a fault.

1. _____

2. _____

3. _____

DO NOT ATTEMPT TO FIX THE FAULT YOURSELF!

Q5 Stephanie Fraser, the Human Resources Manager of Cori Communications, has received the following memo.

MEMORANDUM

4

TO: Stephanie Fraser, Human Resources Manager

FROM: Bill Stevens, Health and Safety Officer

DATE: Today's

SUBJECT: EMPLOYEE COMPLAINTS

Staff have identified a number of concerns.

Concern 1 A number of staff have tripped over a cable trailing from the photocopier.

Concern 2 An employee received an electric shock when replacing the ink cartridge in the printer.

Concern 3 During last week's fire drill a new finance assistant did not know the quickest route to exit the building.

Concern 4 A number of computer operators are suffering from repetitive strain injury (RSI).

Suggest **one** action which Stephanie Fraser could take to avoid **each** of the above problems in the future. **Each** of your suggestions must be **different**.

Action 1 **must match** Concern 1 and so on.

Action 1

Action 2

Action 3

Action 4

Q6	Describe the responsibilities of the employer under the Health and Safety at Work Act.	4
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Q7	Identify one piece of legislation which exists to protect administration staff using ICT equipment.	1
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Q8	Explain and justify the use of a Hazard/Fault Report Form.	2
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