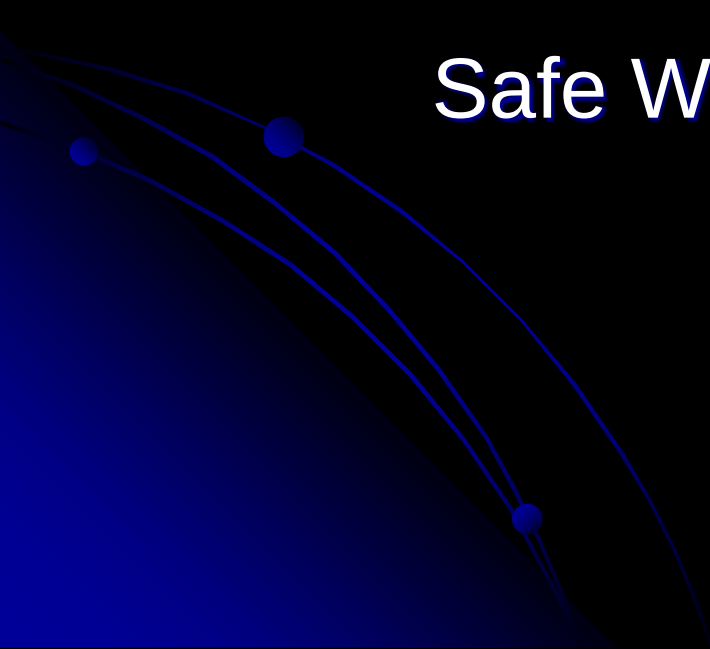


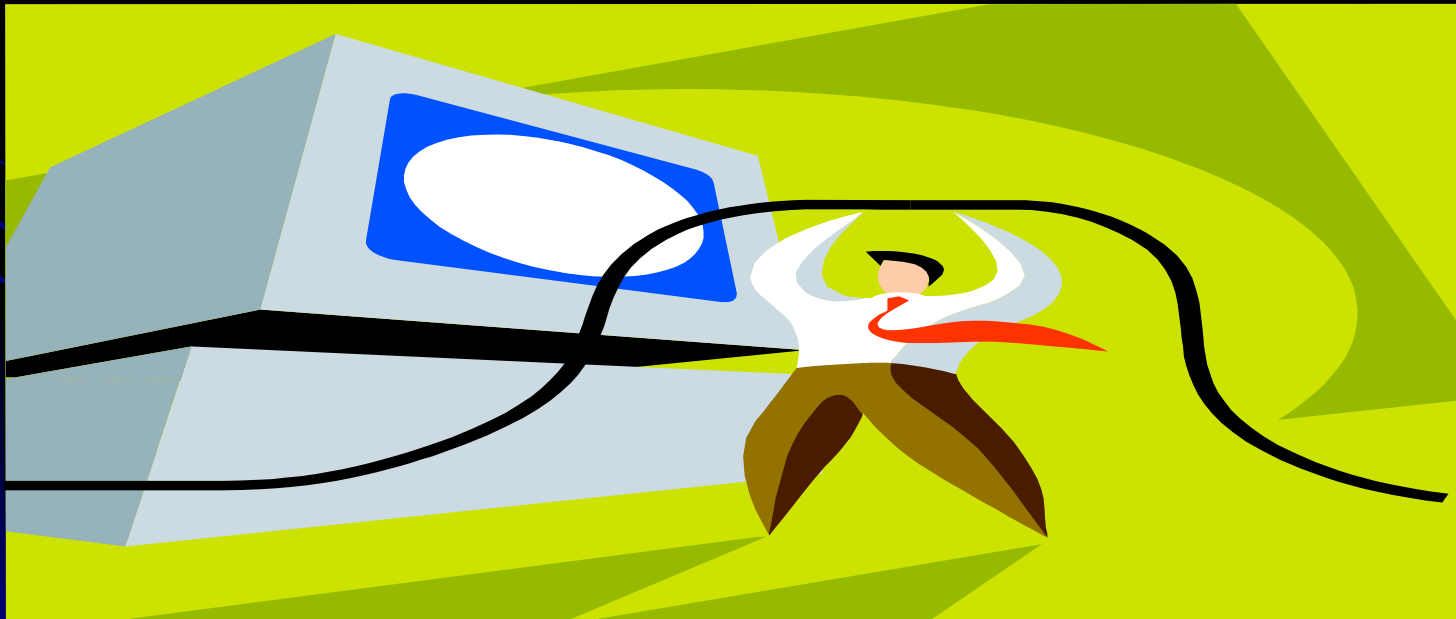
# National 4/5 Administration & IT

Safe Working Environments

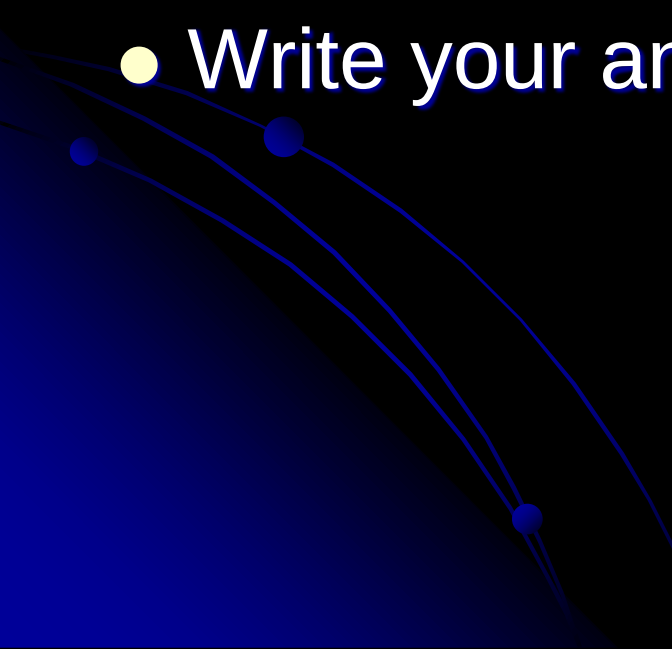


# Potential Hazards

- Something about the working environment, equipment or working practices which may cause harm



# Task

- In groups of 2 or 3, list all the hazards you think may be present in an office
  - Hint – look around the classroom for inspiration
  - Write your answers on the sheet provided
- 

# Our Potential Office Hazards:

[illegible]

# Types of Hazards

- Slips or trips (falling over something e.g. a open filing cabinet or box in the walkway)
- Falling from a height (e.g. from a chair or down the stairs)
- Something falling off a shelf
- Not carrying or lifting something correctly
- Eye strain from using computers
- Repetitive Strain Injury (RSI)
- Electric shocks

# Video Clips



# Impact of Hazards

## Hazard

## Impact on the Employee of this happening

Slips or trips (falling over something)

Falling from a height (e.g. from a chair or down the stairs)

Something falling off a shelf

Not carrying or lifting something correctly

Eye strain from using computers

Repetitive Strain Injury (RSI)

Electric shocks

# Dealing with Health and Safety – Working Practices

Good working practices are NOT laws - they are rules for workers to follow to make sure that laws are followed and they are safe. Examples of good working practices for certain risks are below.

## **SLIPS or TRIPS**

- ▶ *Mop up spills and use "wet floor" signs*
- ▶ *Report loose flooring and tape it down*
- ▶ *Keep all passages free from obstacles*

## **FALLING FROM A HEIGHT**

- ▶ *Ensure windows have safety catches*
- ▶ *Do NOT use chairs to reach high objects*

## **BEING HIT BY OBJECTS**

- ▶ *Fill filing cabinets from top to bottom*
- ▶ *Do NOT throw items in the office*

## **POOR HANDLING and CARRYING**

- ▶ *Never carry too much*
- ▶ *Bend at the knee when picking up items*

## **RSI and BACKACHES from VDU**

- ▶ *Take regular breaks*
- ▶ *Provide adjustable chair and wrist rest*

## **EYE STRAIN and HEADACHES from VDU**

- ▶ *Take regular breaks*
- ▶ *Adjust screen brightness as necessary*
- ▶ *Check and adjust lighting levels*
- ▶ *Use anti-glare screens and blinds*
- ▶ *Check eyesight and use glasses*

## **ELECTRIC SHOCKS**

- ▶ *No drinks near electrical equipment*
- ▶ *Do NOT overload power socket*
- ▶ *Do NOT attempt to open or attempt to repair electrical items without training.*

# Preventing Hazards

- It is in the interests of the employee and the employer to stop hazards from happening in the first place.
- Using the list on Slide 8, write down one way in which each of the hazards listed could be prevented
- Write your answers on the handout provided

# Solving/Preventing Hazards

## Hazard

What the employee/employer could do to prevent the hazard happening

Slips or trips (falling over something)

Falling from a height (e.g. from a chair or down the stairs)

Something falling off a shelf

Not carrying or lifting something correctly

Eye strain from using computers

Repetitive Strain Injury (RSI)

Electric shocks

# Health & Safety Stories



# Questions

- Complete the Potential Hazards matching exercise – you may find you can use the same solution more than once
- Then using the Leckie & Leckie Question Book:
  - Complete Q23 (on the handout provided)
  - Complete Q24, 25, 28 and 31 (either on the back of the Q23 handout or in Word)