

Office Safety

FIRE HAZARDS
Ensure that all staff plug electronic devices into surge protectors.
Never overload electrical sockets.
Ensure the back off and wiring of electrical equipment are in good condition.
Know the location of fire extinguishers and fire escape routes.
Familiarise yourself with evacuation procedures.

Keep all exits of fire escape routes clear and unobstructed.
TRIP, FALLS & COLLISIONS
Ensure all aisles, walkways and other areas are kept clear of clutter.
Clean up any spills or messes immediately.
Be aware of any loose wires or cables.
Never stand on desks or chairs.
Always use ladders properly.
Walk mindfully and watch your step.

OFFICE EQUIPMENT
Ensure all filing cabinets are secured to walls after use and if possible.
Avoid the use of filing cabinets when they are full.
Avoid the use of ladders when they are not properly set up.
Do not use electrical equipment in wet areas.
Avoid the use of electrical equipment in areas with flammable materials.
Remove any damaged electrical equipment and replace it with a new one.

Health & Safety for Computer Operators

KNOW THE RULES
1. Follow the company's health and safety policy.
2. Report any safety concerns to your supervisor.
3. Do not use a computer if you are not trained to do so.
4. Do not use a computer if you are under the influence of alcohol or drugs.
5. Do not use a computer if you are ill or injured.
6. Do not use a computer if you are pregnant or breastfeeding.
7. Do not use a computer if you have a medical condition that may be affected by computer use.
8. Do not use a computer if you are taking medication that may be affected by computer use.
9. Do not use a computer if you are taking any other medication that may be affected by computer use.
10. Do not use a computer if you are taking any other medication that may be affected by computer use.

ADJUSTING YOUR WORK STATION
1. Adjust the chair height so that your feet are flat on the floor and your knees are at a 90-degree angle.
2. Adjust the chair depth so that there is a small gap between your back and the chair backrest.
3. Adjust the chair tilt so that it is slightly reclined.
4. Adjust the desk height so that your forearms are parallel to the floor and your elbows are at a 90-degree angle.
5. Adjust the monitor height so that the top of the screen is at eye level.
6. Adjust the monitor distance so that you are about an arm's length away from the screen.
7. Adjust the keyboard height so that your wrists are straight and your forearms are parallel to the floor.
8. Adjust the mouse height so that your hand is straight and your forearm is parallel to the floor.
9. Adjust the lighting so that you are not looking directly at the screen and there are no shadows on your face or the screen.
10. Adjust the room temperature so that you are comfortable.

TAKE A BREAK
1. Take a break every 20 minutes.
2. Stand up and stretch.
3. Walk around the office.
4. Get some fresh air.
5. Drink water.
6. Eat a healthy snack.
7. Rest your eyes.
8. Relax your mind.
9. Take a short nap.
10. Take a longer break if you need it.

TAKE CARE OF YOUR EYES
1. Follow the 20-20-20 rule: every 20 minutes, look at something 20 feet away for 20 seconds.
2. Blink frequently.
3. Use artificial tears if your eyes are dry.
4. Avoid eye strain by adjusting your work station.
5. Avoid eye strain by taking breaks.
6. Avoid eye strain by drinking water.
7. Avoid eye strain by eating a healthy diet.
8. Avoid eye strain by getting enough sleep.
9. Avoid eye strain by wearing your glasses or contact lenses.
10. Avoid eye strain by avoiding eye surgery.

Stress Management

WHAT IS STRESS?
Stress is a natural response to a perceived threat or challenge. It is a state of mental or emotional strain resulting from excessive or prolonged pressure.

REACTIONS TO STRESS
1. Physical: increased heart rate, blood pressure, and adrenaline production.
2. Emotional: irritability, anxiety, and depression.
3. Behavioral: decreased productivity and increased absenteeism.

COPING WITH STRESS
1. Exercise: regular physical activity helps reduce stress.
2. Diet: a healthy diet can help manage stress.
3. Sleep: getting enough sleep is essential for stress management.
4. Relaxation: techniques like deep breathing and meditation can help reduce stress.

THINK POSITIVELY
1. Focus on the positives.
2. Practice gratitude.
3. Use positive affirmations.

TIME MANAGEMENT
1. Prioritize tasks.
2. Set deadlines.
3. Avoid procrastination.

BALANCE WORK AND FAMILY
1. Set boundaries.
2. Communicate with family.
3. Take time for yourself.

COMMUNICATION
1. Listen actively.
2. Express your feelings.
3. Seek support.

BREAKING THE CYCLE
1. Recognize the signs of stress.
2. Take a break.
3. Seek help if needed.

Safe Manual Handling

Introduction
Manual handling is a common cause of workplace injury. It involves lifting, lowering, pushing, pulling, carrying, or holding objects.

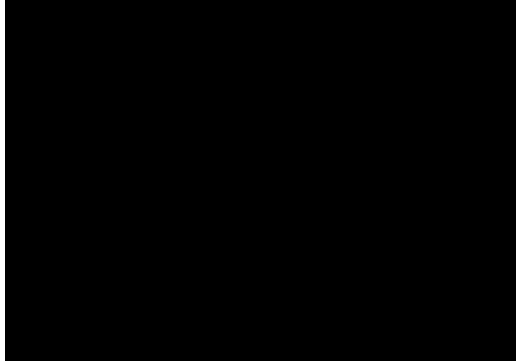
Risk Assessment 1
1. Weight of the load.
2. Frequency of lifting.
3. Distance from the body.
4. Posture of the worker.

Good Handling Techniques 1
1. Bend at the knees, not the back.
2. Keep the back straight.
3. Lift with the legs.
4. Avoid twisting the body.

Employers & Employees
Employers should provide training and equipment. Employees should follow safe handling techniques.

Risk Assessment 2
1. Type of load.
2. Duration of the task.
3. Environmental conditions.

Good Handling Techniques 2
1. Use proper posture.
2. Avoid awkward postures.
3. Take breaks.



First Response for Common Ailments

DIABETES
1. Check blood sugar levels.
2. Take insulin as prescribed.
3. Eat a healthy diet.
4. Exercise regularly.

ASTHMA
1. Use inhalers as prescribed.
2. Avoid triggers.
3. Take breaks during exercise.

SEIZURES
1. Stay calm.
2. Turn the person on their side.
3. Do not restrain the person.
4. Call for medical help if necessary.



Kitchen Hygiene

The microbes that spoil our food can be kept from spreading by following the correct hygiene practices. Following these can prevent many types of food poisoning and other foodborne illnesses.

This poster gives general guidance on maintaining a healthy working environment and ensuring that your kitchen is safe for your employees.

KEEPING YOUR KITCHEN CLEAN

CLEANING MATERIALS

WASTE DISPOSAL

HAZARDS OF

PEST CONTROL

Food Preparation & Storage

Good food preparation & storage is a major source of food poisoning. Following good planning and hygiene practices during food preparation and storage is essential for ensuring that your employees and the general public have a safe food to eat.

This poster gives general guidance on safe food preparation practices and outlines essential guidelines for safe food storage.

TOP FOOD PREPARATION TIPS

PREVENTING FOOD POISONING

FOOD STORAGE

COOKING & HEATING

FOOD SAFETY

Personal Hygiene

Many cases of illness that spread in workplaces come from poor personal hygiene. Following the correct hygiene practices can prevent many types of food poisoning and other foodborne illnesses.

This poster gives general guidance on maintaining a healthy working environment and ensuring that your kitchen is safe for your employees.

WHEN TO WASH YOUR HANDS

HOW TO WASH YOUR HANDS

PERSONAL HYGIENE TIPS

Protect your employees and avoid costly accidents. User-friendly text and clear instructions show employees how to prevent accidents and injury whilst maintaining a healthy working environment. Durable laminated construction with full colour instructions.

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137-6437	Health & safety to computer operators	59 x 42	
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137-6528	Fire safety	59 x 42	
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137-6533	Personal hygiene	42 x 59	
137-6532	Kitchen hygiene	42 x 59	
137-6531	Food preparation & storage	42 x 59	