

 DALHOUSIE UNIVERSITY	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> September 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Facilities Management General Office Activities Safe Work Instructions		
Service: All Services	Shop: All Offices and Shops	
Hazards Identified: Flammable materials, hazardous products, sharp objects, heavy items, stress, electrical shocks,		
Personal Protective Equipment Required: Gloves,		
Training Required: Any employee involved in the operation of photo copiers must be properly trained in their use. Employees must be trained in the proper use of any required PPE by the material safety data sheets for associated hazardous products.		

The following safe practices are to be followed by all office staff in carrying out their duties.

1. Always follow the safe work practices for specific pieces of office equipment.
2. Always follow the manufacturer's instructions for proper use of office equipment.
3. Ensure that equipment is serviced and repaired by a competent person.
4. Do not assume that the office environment is free from real and / or potential hazards.

5. Ensure that furniture arrangements allow for unobstructed movement.
6. Keep isles, doorways, stairways and corner areas free of clutter.
7. Do not block emergency exits.
8. Do not block access to fire extinguishers.
9. Check emergency lighting and any other emergency equipment regularly to ensure that it is working.
10. Ensure that flooring and carpet are well maintained and cleaned.
11. Ensure that any hazardous products are stored properly.
12. Dispose of waste paper and cardboard at the end of each working day.
13. Ensure that electrical equipment is properly grounded.
14. Ensure that small space heaters are equipped with an automatic shut-off that is triggered if the heater tips over.
15. Do not place cabinets and storage units with doors where the doors open into isles or other walkways.
16. Do not overload storage shelves or stack items on top shelves too high.
17. Always use caution when working with paper cutters, exacto knives, hole punchers, staple removers, staplers or any other sharp items.
18. Always dispose of sharp items in a rigid container.
19. Do not overload electrical outlets.
20. Ensure that electrical power panels are easily accessed and that all circuits are properly labeled.
21. Use surge protected power bars.
22. Do not use extension cords to connect electrical equipment to a power bar, make the connection directly.
23. Do not run power cords across isles or other high traffic areas.
24. Always use safe material handling practices.

25. Practice good personal hygiene at all times to avoid spreading germs.

26. Post listings of emergency numbers where they can be easily / quickly accessed.