

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS OFFICE SAFETY	Page 1 of 1	HSE: 4.5 Revision: 00

TITLE	4.5 OFFICE SAFETY
GENERAL	Protecting employees from injuries associated with office environment
APPLICATION	To ensure employees are aware of the potential and existing hazards
PROTECTIVE MECHANISMS	ERP – Emergency Response Plan General Rules Personal Protective Equipment (PPE) Safe Work Practice Local legislation Alberta Fire Code
SELECTION, USE & MATERIAL REQUIRED	As per job requirement and safe work practices ERP – Emergency Response Plan Personal Protective Equipment (PPE) MSDS Proper ventilation
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their employees on protection requirements and training Hazard Analysis FLHA Work site inspection
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure you are conversant with emergency evacuation 2. Ensure that all electrical cords are in good condition and are not overloaded 3. Ensure that computer monitors are adjusted to correct height and kept clean 4. Ensure fans/space heaters are used to manufacturer specifications 5. Ensure floors and aisles are kept clear and not cluttered 6. Ensure that only one drawer of filing is open at one time and those drawers are closed when not in use 7. Ensure proper type of fire extinguisher is available 8. When transporting materials of heavy nature ensure that handcarts and trolleys are used properly 9. Operate microwave and coffee maker is used according to manufacturer's specifications 10. Ensure photocopier is maintained according to manufacturer's specifications 11. Proper storage, installation and disposal of toner 12. Copier/printer maintenance and repair is completed by a certified technician 13. Ensure chairs are in good repair 14. Ensure rugs are kept clean and in good repair – free of tripping hazard 15. Ensure paper cutter blade is placed in closed lock position 16. Ensure all loose clothing is tied back when using paper shredder
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