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Safe Job Procedures

Name of Job: Basic Office Safety	Development Date: March 30th, 2011	Developed By: CSNS
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Possible Hazards Present

Repetitive motions	Slips, trips & falls	Vibration	Musculoskeletal injuries (MSI)
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Personal Protective Equipment (PPE) and Devices Recommended

Ergonomic Chair	Foot rest	Document holder	Ergonomic Assessments
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What is a proper safe job procedure to follow?

- Use good lifting techniques. When possible, modify the work areas so routine lifting from high or low levels is not necessary
- Plan moves and path of travel when you are going to move something. Clear obstacles away before you begin.
 - Get close to the object you are lifting, squat down to it and bring the load against your body.
 - Do not twist or jerk when lifting. Lift with your legs, maintaining the natural curves of the spine. Turn corners and change direction by moving your feet, not turning at the waist. Avoid carrying loads that block your view and take care when rounding corners.
 - Get help when lifting heavier or awkward objects, such as computers or boxes of paper.

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at constructionsafetyns.ca or 1.800.971.3888.



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- Sit with good posture. Face your work directly and arrange your work area so the most frequently used items are within easy reach.
- Relax your hands occasionally by dangling them loosely from your wrists and shaking them. Force a yawn to relax tight facial muscles.
- Look away from paperwork or your monitor periodically to reduce eye strain. Relax your eyes by refocusing them for 15 seconds on a point at least 20 feet away and then closing them for 15 seconds.
- Position your monitor and document at eye level and about an arm's length away.
- Move around, vary your work activities and take frequent rest pauses, or micro breaks, during your shift.

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