**Safe Work Practice**

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| Name of Job:**Office Worker-General** | Development Date:**February 8th, 2011** | Developed By:**CSNS** |

**Possible Hazards Present**

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| [Slips, trips and falls](http://www.ccohs.ca/oshanswers/safety_haz/falls.html) | Annoying or distracting [noise](http://www.ccohs.ca/oshanswers/phys_agents/noise_basic.html) and vibration from electronic equipment | Working in from [awkward positions](http://www.ccohs.ca/oshanswers/diseases/rmirsi.html), or performing [repetitive manual tasks](http://www.ccohs.ca/oshanswers/ergonomics/risk.html) | [Indoor air quality](http://www.ccohs.ca/oshanswers/chemicals/iaq_intro.html) |
| [Stress](http://www.ccohs.ca/oshanswers/psychosocial/stress.html) | [Eye strain](http://www.ccohs.ca/oshanswers/ergonomics/office/eye_discomfort.html) | [Lifting](http://www.ccohs.ca/oshanswers/ergonomics/mmh/) awkward or heavy objects | [Sitting](http://www.ccohs.ca/oshanswers/ergonomics/sitting/) for long periods of |

**Personal Protective Equipment (PPE) and Devices Recommended**

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| Ear Protection  | Eye Protection  |  |  |
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**What are some good general safe work practices?**

* **DO** Have A general understanding of Ergonomics
* **DO** Follow company safety rules.
* **DO** Learn about chemical safety, [WHMIS](http://www.ccohs.ca/oshanswers/legisl/intro_whmis.html) and [MSDSs](http://www.ccohs.ca/oshanswers/legisl/msdss.html)
* **DO** Know how to [report a hazard](http://www.ccohs.ca/oshanswers/hsprograms/report.html)
* **DO** Practice safe [lifting](http://www.ccohs.ca/oshanswers/ergonomics/mmh/)
* **DO** Follow [good housekeeping](http://www.ccohs.ca/oshanswers/hsprograms/house.html) procedures.