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Sample General Safe Work Practice for Filing

Filing

- When filing, avoid reaching, extending and bending.
- Use step stools and ladders when appropriate.
- Be aware of the potential for paper cuts, avoiding sharp edges of paper and files. The use of gloves can help prevent paper cuts.
- When moving rolling bays, ensure adjacent bays are free and clear of people and objects.
- Do not read while walking.
- Open one drawer at a time.
- Never leave drawers of a filing cabinet open, and use caution when opening drawers around other people.
- Use the handle when closing a drawer to help reduce pinch point injuries.
- For older or dusty files, consider using a dust mask.

Lifting and carrying

- a) Do not lift objects that are too heavy or beyond your capability.
- b) Do not stack items on top of file cabinets.
- c) Do not twist while lifting, moving, pushing or pulling a load.
- d) Do not bend to the side during manual handling.
- e) Do not shift or raise a heavy load with outstretched arms.
- f) Do not carry loads long distances.
- g) Do not swing and throw heavy loads.
- h) Use proper lifting technique as described in safe lifting procedure.

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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- i) Reduce the weight of the load by repacking, and/or seeking help from co-workers to lift heavy loads.
- j) Reduce the distance a load is carried, improve the layout of the work area, or relocate.
- k) Reduce the number of lifts by asking for help or using mechanical aids.

Storage

- a) Store items in an organized way, safe from falling.
- b) Use storage techniques to ease material handling; store loads at waist level, use wall brackets or shelving of appropriate height.
- c) Ensure that shelves or items are not within 18 inches of ceiling sprinkler heads.
- d) Ensure filing cabinets and storage shelves are secured to a fixed object.
- e) Store heavy items at an appropriate height for ease of handling.
- f) When moving items, do not carry too many items at once.
- g) Store supplies inside cabinets, not on top of them.

General:

If you feel you are suffering any work related musculoskeletal problems or back injuries please inform your supervisor.