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SAFE WORK PRACTICE

Name of Job: Office Worker- General	Development Date:	Developed By:	Approved By:	Review Date:
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Possible Hazards Present

Slips, trips and falls	Annoying or distracting noise and vibration from electronic equipment	Working in from awkward positions, or performing repetitive manual tasks	Indoor air quality
Stress	Eye strain	Lifting awkward or heavy objects	Sitting for long periods of

Personal Protective Equipment (PPE) and Devices Recommended

Ear Protection	Eye Protection		

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 and MSDSs
- **DO** Know how to report a hazard
- **DO** Practice safe lifting
- **DO** Follow good housekeeping procedures.

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.