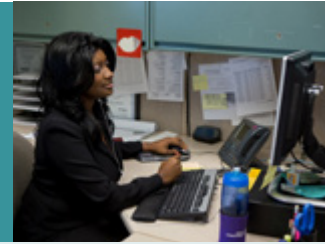




# MAKE THE WORKPLACE SAFER Computer Users & Office Staff



## Three Steps to a Safer Workplace

Active observation and follow-up will go a long way toward making your workplace safer. Follow these three steps:

- 1. Identify hazards or “what can hurt you at work.”** Walk through work areas to look for things that can hurt employees, and monitor whether known hazards have been fixed. If you answer “no” to any of the questions below, follow-up is needed.
- 2. Propose solutions.** Assess what changes you can make on your own, and what you need to partner with others on.
- 3. Take Action: Make sure the problem is resolved.** Use the *Make the Workplace Safer* Tracking Chart at the end of this document.

## Step 1: Identify Hazards

NAME		LOCATION		DATE
Hazard	Yes	No	Comments/Solution Needed	
<b>WORKING ON COMPUTERS</b>				
1	Are chairs and desks positioned so that workers’ elbows and upper arms are next to their torso and wrists are flat? Are feet comfortably on the floor or on a foot rest?			
2	Is the top of the computer screen at or just below eye level, and about arms length away (20 -40 inches)?			
3	Are the chair and workstation adjustable?			
4	Are workers adjusting mobile computer stations to create good working positions?			
5	Do chairs have padded seats and backrests that provide firm, comfortable support?			
6	Are footrests and wrist rests provided?			
7	Are often-used materials kept close by to avoid overreaching?			
8	Do workers take a brief stretch break each hour? Are workers able to leave the computer regularly for a break?			

## MAKE THE WORKPLACE SAFER: Computer Users & Office Staff

Hazard	Yes	No	Comments/Solution Needed
9			Is there adequate lighting at the workstations?
10			Has each worker conducted an ergonomic self-evaluation?
<b>SITTING, STANDING AND LIFTING</b>			
11			Are workers able to take enough breaks from sitting or standing for long periods of time?
12			Are job tasks that require repetitive movements varied or rotated?
13			Do workers have access to dollies or carts to move heavy objects? Are these being used?
14			Do workers get help when lifting heavy objects?
<b>SLIPS AND FALLS</b>			
15			Are shelves and storage racks stable and secure and are the items on them safely stacked?
16			Do workers wear shoes with non-skid soles?
17			Are walkways kept free of clutter?
18			If workers need to reach high places, do they use a ladder or footstool, or ask someone for help?
<b>WORKPLACE VIOLENCE</b>			
19			Are there barriers to separate patients from the work area?
20			Do doors to work areas have locks or remote buzzers? Is there an established way to send a signal when there is a problem? (For example, a panic button or a special code such as "Dr. Strong.")
21			Do workers know how to respond to potentially violent persons or situations?
22			Is there an effective communication system with security staff?
23			At night, is lighting in the worksite and parking lot adequate for staff safety?

## MAKE THE WORKPLACE SAFER: Computer Users & Office Staff

Hazard	Yes	No	Comments/Solution Needed
<b>INFECTIOUS DISEASES</b>			
24	Do workers wash their hands at appropriate times?		
25	Are patient specimens that are left with a receptionist or office staff in secure containers?		
26	Do workers have access to appropriate disinfectants if work areas come in contact with blood or other bodily fluids and training to clean up safely? Or do workers know who to call for clean up?		
27	Do workers have access to disposable gloves that fit and are latex-free?		
28	Do workers know how to screen and quickly direct a patient to isolation if needed?		
<b>OTHER</b>			
29	Are exits unobstructed?		
30	Is the noise level comfortable for workers?		
31	Is the temperature of the work area comfortable?		
32	Are there any new hazards or other hazards that have not been addressed?		If so describe:

# MAKE THE WORKPLACE SAFER: Computer Users & Office Staff

## WORKER KNOWLEDGE

Employees should receive health and safety training and orientation when they start employment, whenever a new hazard is identified, and periodically as a refresher on some topics. Examples of knowledge people should have are listed below. **Do workers in the department know:**

Hazard	Yes	No	Comments/Solution Needed
1 The hazards common to your work, what protective measures are in place and what safety practices to follow?			
2 The hazards of potentially infectious materials and the precautions to use?			
3 How to adjust your work area and computer equipment, and how to move and position your body to avoid ergonomic injuries?			
4 How to recognize and respond to threats and potentially violent people or situations?			
5 What to do in case of an emergency at work?			
6 How to identify safety concerns and whom to report them to?			
7 Any other information or training needed?			If yes, please describe.



# MAKE THE WORKPLACE SAFER

## FOLLOW-UP & TRACKING CHART



### Step 2: Propose Solutions

**For any “no” answers, think about solutions or ways to address the problem.**

- First, think about ways to remove the hazard. This makes your workplace safer and ensures all workers are protected.
- If that’s not possible, think about any policies, procedures or personal protective equipment that is necessary.
- Think about what changes you can make on your own and what changes you need to partner with others (such as other workers, supervisors, facility management) to do.

Write your suggestions for solutions on the “Step 1: Identify Hazards” checklist and on the tracking chart on the next page.

### Step 3: Take Action

**Report any safety hazards you identify. Use the following chart to track and make sure the problems are resolved.**

1. Give a copy of your hazard checklist findings to your supervisor or department manager, your UBT labor co-lead, and your Safety Team representative.
2. Decide who else should receive a copy of your findings, such as members of the UBT or Safety Committee or your shop steward. Make a note of who you gave it to and the date.
3. Follow up after a few weeks. If the problem was not addressed or resolved, think about your next steps.
  - + Who should be informed?
  - + Who can help you advocate for the needed solution?

# MAKE THE WORKPLACE SAFER FOLLOW-UP AND TRACKING CHART

NAME		LOCATION		DATE
Safety/Health Problem	What solution is needed?	Date reported and to whom	1 month follow up	Next Steps
			Corrected Is being addressed Not being addressed Don't know/Other:	
			Corrected Is being addressed Not being addressed Don't know/Other:	
			Corrected Is being addressed Not being addressed Don't know/Other:	
			Corrected Is being addressed Not being addressed Don't know/Other:	
			Corrected Is being addressed Not being addressed Don't know/Other:	
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