

A Simple Guide to Office Safety

Office safety, also known as workplace safety, is the practice of ensuring a safe, working environment for employees and visitors. It is both the duty and moral responsibility of every company to promote wellness, and prevent the likelihood of accidents in the workplace which may result in property damage, injuries, or loss of life.

Top 4 Most Overlooked Office Safety Hazards



1 Workstation Ergonomics

Neck strain, back problems, and unwanted weight gain are just some of the problems caused by poor workstation ergonomics. Optimizing your workstation and standing up to stretch every half an hour can help reduce some of these health risks.

2 Trip, slip, and fall hazards

"Same level falls" cost a staggering \$7.94 billion in healthcare fees in the US for 2011 alone. Avoid these hazards by having adequate lighting in walkways, taping carpets and cables down, having even walk surfaces, and providing caution or warning signs.



3 Fire Safety

Defective electronics, accidental damage, and employee negligence are common culprits for office fires. Installing fire detection systems, maintaining electrical lines, and making sure fire exits are not obstructed improve your office fire safety.

4 Eye Strain

Refers to red eyes, eye twitching, and overall eye fatigue. Consider wearing computer eyewear, installing an anti-glare screen, and utilizing the "20-20-20 rule" to reduce eye strain when working on a computer.



An Australian Guide To Safety In The Office

Hans L. Westerman



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An Australian Guide to Safety in the Office Marilyn Hottes,1997 Provides a comprehensive introduction to occupational health and safety issues and procedures Written around the National Office Skills Module NOS 110 the book covers both federal and state legislation and incorporates a variety of self paced learning exercises to reinforce theoretical content

Advancing Safety Geoff Taylor,1999 This guide to workplace safety is a companion volume to *Enhancing Safety* designed for managers supervisors and employees Addresses topics such as legal aspects risk management ergonomics chemical hazards fire prevention occupational hygiene compensation and rehabilitation Taylor is director of Work Safety and Health Associates and Easter and Hegney are lecturers in the Australian Centre for Work Safety SE Metropolitan College of TAFE Perth Includes references a bibliography and an index

Preventing and Responding to Violence at Work Kimberly Ann Rogers,Duncan Chappell,2003 Workplace violence is one of today s most serious occupational hazards This practical guide offers valuable information on how to systematically design and develop workplace prevention programs and policies The book approaches the issue from two fronts First it demonstrates how workplace violence can be prevented by examining how organizations and groups are handling the problem It reviews an array of existing guidelines and policies developed by governments trade unions special study groups workplace violence experts employers groups and specific industries and generates a useful survey of best practice strategies Second the guide outlines in detail a reliable and effective methodology for developing workplace violence prevention programs which includes assessing and describing risk designing implementing and monitoring preventive and reactive measures and reviewing the risk management process Every worker deserves a safe and secure environment and violence should not be accepted as part of any job This book presents concrete guidance for combating violence in the workplace while also providing a wider understanding of the factors and conditions that contribute to it

Australian national bibliography ,1961

Supporting Education Karen Kearns,2019-07-02 The new edition of *Supporting Education* is the perfect handbook for anyone who works with qualified teachers in a role supporting the education and development of school children *Supporting Education 3e* is written to support the Certificate III in Education Support qualification from the streamlined CHC Community Services Training Package It provides Education Support Workers with an overview of child development and how children learn as well an introduction to the key learning areas The text also links to new online support resources and information to help with teaching and class prep time Premium online teaching and learning tools are available on the MindTap platform Learn more about the online tools [cengage.com/au/learning/solutions](https://www.cengage.com/au/learning/solutions)

Australian Master Work Health and Safety Guide Cormack E. Dunn,Sue Chennell,2012 A practical guide for health and safety professionals managers academics students and others with responsibility for workplace health and safety

Safety and Health at Work ,1994

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Hannan,1994 *Periodicals in Print: Australia, New Zealand & the South Pacific* Isa Australia Staff,1997 *Climate Change and Disaster Risk Management* Walter Leal Filho,2012-08-10 There has been some degree of reluctance in the past to consider disaster risk management within the mainstream of adaptation to climate variability and climate change However there is now wide recognition of the need to incorporate disaster risk management concerns in dealing with such phenomena There is also a growing awareness of the necessity for a multi sectoral approach in managing the effects of climate variability and climate change since this can lead to a significant reduction of risk This book presents the latest findings from scientific research on climate variation climate change and their links with disaster risk management It showcases projects and other initiatives in this field that are being undertaken in both industrialised and developing countries by universities and scientific institutions government bodies national and international agencies NGOs and other stakeholders Finally it discusses current and future challenges identifying opportunities and highlighting the still unrealised potential for promoting better understanding of the connections between climate variation climate change and disaster risk management worldwide

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