

Health, Safety and Wellbeing topic - Office Safety

Things to look out for



Manual Handling

- Lifting heavy files, boxes and reams of paper

Reduce the risk:

- Break heavy loads into manageable chunks
- Use smaller files
- Maintain good handling posture
- Avoid storing items above head height

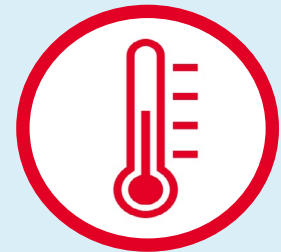


DSE Use

Poor posture at desks can cause muscular pain

Reduce the risk by:

- Complete workstation assessment after any significant issues
- Discuss this with your manager or local Health and Safety Advisor



Office environment

Light, temperature, humidity, ventilation

Reduce the risk by:

- Discuss with colleagues and consider desk swap
- Discuss with Facilities who can review engineering controls
- Draw in fresh air with fans by open windows correctly



Slips, trips and falls

Spills, trailing cables, personal belongings and equipment, DSE chairs moving when sitting down

Reduce the risk:

- Mop up spills
- Control cables under desks / avoid extension cables where possible
- Use lockers for storage
- Keep walkways clear
- Hold onto chairs when sitting down



Flooring

Damaged or faulty wiring on computers, electrical equipment that is moved / plugged and unplugged eg laptops, photocopiers

Reduce the risk:

- Perform visual checks on equipment that is regularly moved
- Check the portable appliance testing has been completed within the last 12 months



Re-observation

Re-visit colleagues with whom hazards were identified in your previous observation to reinforce behavioural change

Reduce the risk:

- Discuss with colleagues why the hazard has not been removed
- Organise for your local Health and Safety advisor to provide best practice examples

A behavioural safety observation is the key to identifying hazards in the way people carry out tasks before an accident happens.

The idea is to visit your team and observe the work for a few minutes, identifying things that are good as well as bad and then discuss the points with your team. The information on the other side of this sheet may provide some guidance on what to look for.

Below is advice on how to carry out the conversation and what to look for in the observations.

Introduce yourself

- Advise the observee who you are if they don't know and why you are there
- Advise all observations are anonymous
- Watch the whole process you are observing
- Record good and poor practice
- Only interrupt if there is an immediate danger of injury or worse

Immediate feedback

- Feedback directly to the person you have observed
- Reinforce POSITIVE behaviour by telling them what they did well
- Have an open and honest conversation with the observee

Do this by asking the right question in the right way

- Highlight what they have done correctly and present any issues as a question for them to answer:

Q. Does everyone do it that way?

Q. What is slow / inconvenient uncomfortable about doing that safely?

Q. What is the worst thing that could happen with that approach?

Q. How would that affect your spouse, children, partner, children, friends, colleagues?

Q. What could be done to address the issue highlighted?

Date	What was observed?
What went well?	
What didn't go well? <small>- Please report all issues as near misses</small>	
What could be better?	
How can we improve?	