

Attachment A

SAFE WORK PRACTICES

Reviewed: September 5, 2012

WORK PERFORMED	HAZARD	OTHER CONTROLS
Computer use	Repetitive motion injury	<ul style="list-style-type: none"> ○ Employees using computers more than 4 hours/day require adjustable workstation. ○ Adjust workstations to fit employee ○ Report symptoms to Verdant lead person/management and request an ergonomic evaluation:
Extended telephone use	Awkward position	<ul style="list-style-type: none"> ○ Use telephone cradle, headset, or speaker phone
Filing	Back injury Hand injury Tripping Falling cabinet	<ul style="list-style-type: none"> ○ Use step stool for upper reaches ○ Close file drawers when finished ○ Open no more than one drawer at a time
Storage	Falling objects	<ul style="list-style-type: none"> ○ Load shelves and file cabinets with heavier items on bottom levels; no storage on top of cabinets ○ Locate storage shelves/cabinets away from employee workstations and exits/aisle ways ○ Keep area clean ○ Use step ladder/stool for hard to reach items
Use of electrical equipment	Shock Fire Tripping	<ul style="list-style-type: none"> ○ Plug appliances directly into outlets ○ Do not use extension cords for permanent power supply ○ Do not use exposed extension cords or cables ○ Inspect equipment before use ○ Use approved equipment only (UL, FM, CSA, etc.) ○ Keep cords out of aisle ways
Lifting activities	Bodily injury	<ul style="list-style-type: none"> ○ Get help to perform multiple person lift in unison ○ Use proper lifting techniques ○ Use carts to transport boxes of paper and other heavy items
Working in/visiting manufacturing areas	Various – if working in potential hazard area review posted area's hazard analyses or ask area personnel	<ul style="list-style-type: none"> ○ Use Personal Protective Equipment (PPE) and controls listed on area's hazard analysis