



# HEALTH & SAFETY AT WORK

## Office Safety

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# Health & Safety at Work

## Office Safety Handbook

### Introduction

This document is intended as an easy to read guide to health and safety in the office for all staff in the company. It highlights common occupational hazards faced by office workers and the measures put in place to control them. All new members of staff should be made aware of the provisions in this document as soon as possible after commencing their employment in the company. It is not intended to replace the company's health and safety statement.

### Definitions

**Hazard:** A hazard is anything at work that might cause harm – e.g. obstructions on corridors, lifting heavy loads, torn or worn carpets, etc.

**Risk:** Risk is the likelihood that harm could occur from a particular hazard and its consequences.

### Office Work

Office work is normally regarded as a low-risk working environment. However, it is not a risk-free environment, and each year people do sustain injuries in the course of their work. This document highlights some of the main occupational hazards.

At work, as elsewhere, there is no guarantee of absolute safety. Hazards exist at every work place. Accident prevention is something that affects everyone in the company, and is something for which everyone is responsible. Most accidents can be avoided through remaining alert to the risks and by following the company's health and safety rules. It is everyone's responsibility to report any hazards as they arise.

### Report all Accidents

Staff should report all accidents as soon as practicable to an appropriate manager. All accidents, incidents and near misses should be reported on the same day that the incident took place. Managers need to bring ...

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