

***PRINCIPALITY
OF
HUTT RIVER***



**OCCUPATIONAL HEALTH & SAFETY
POLICY
*FOR OFFICE WORKERS***

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PRINCIPALITY OF HUTT RIVER OCCUPATIONAL HEALTH & SAFETY POLICY FOR OFFICE WORKERS

1 INTRODUCTION

The Principality of Hutt River is a small principality which houses two administration buildings (one of which houses the post office), a chapel, a souvenir shop and tea rooms and also has farming land. Whilst most workers who come to the principality are contractors employed for specific tasks and are covered by their own OH&S guidelines there are the occasional office staff or work experience students who come to assist and the object of this document is to provide for the Occupational Health and Safety procedures to be followed by these people.

2 SCOPE

The areas to be covered in this document are those that would generally be experienced by office staff such as restricted areas, safe use and handling of equipment, regular breaks, fire safety and evacuation procedures, first aid procedures and reporting of accidents.

3 RESTRICTED AREAS

The main areas where an office worker will be required to work are the Administration Building, Licensing Office and Souvenir Shop. The Tea Rooms may also be accessed and cater for self-serve tea/coffee, can drinks, bottled water and small cakes.

Vehicles have access to the area between the buildings and whilst traffic is light care should always be taken to ascertain where traffic is at all times.

Farming is also carried on in the principality. There are several sheds and portable silos just outside of the main area which are used for this activity, however they are a restricted area and office workers do not have the right to access them.

4 SAFE USE AND HANDLING OF EQUIPEMENT

The main equipment to be used in the course of an office worker's duties are computers, printers, scanners, laminator, small book binder and manual hand operated paper cutting guillotines.

All electrical equipment is to be left switched off at the power point when not in use, guillotines are to be left with blades down and locked. It is the duty of the worker to ensure that all equipment is shut down properly and left in this state when finished with.

There is normally no lifting of any equipment required; however should the worker need to move a large or heavy item such as a printer for the purpose of clearing paper jams, servicing, etc. then he/she must get assistance from a second person in order to do so safely.

There may be the occasional use of heaters in winter or cooling fans in summer. It is the duty of the worker to ensure that any cables attached to these are safely arranged to avoid tripping over or knocking over the equipment which may cause an accident. These items must also be switched off at the power points when left unattended.

Any problems with any equipment should be reported to management and logged in the Incident Report Log that is located in the main I.T. office.

5 REGULAR BREAKS

All staff shall have a 10 minute break for morning and afternoon tea as well as a 1 hour lunch break when working a full day.

If working only part of a day they shall have a 5 minute break every hour.

When working on computers all staff will be required to take a minimum 5 minute break every hour to stretch their legs and rest their eyes. After working at the computer for more than 3 hours they are encouraged to undertake another task in order to make sure that they have a good break from the computer screen & keyboard.

6 FIRE SAFETY AND EVACUATION PROCEDURES

In order to reduce the risk of fire:-

- all office equipment is to be shut down and turned off at the power points when finished with or left unattended for a long period of time;
- smoking is not allowed in the office buildings or immediate surrounds;
- no naked flames in or around the office buildings.

In the event that a fire should occur in the office buildings then each person is to make their way outside via the front door and assemble on the grassed area near the souvenir shop. In the case of a small paper fire, the person in charge will be able to extinguish this with the fire extinguisher located just inside the front door. Should the fire be of an electrical nature then the person in charge shall immediately switch off the mains power at the meter box if able and raise the alarm by advising management and the on-site technician if present.

As the Principality is surrounded by bush land then in the case of a bush fire the office staff may be advised to evacuate the building and this should be carried out as above with everyone again congregating on the grassed area near the souvenir shop or as directed by Principality fire officers or management.

7 FIRST AID PROCEDURES

There is a first aid kit located under the post office counter in the Administration building to cater for minor injuries and ailments such as cuts, abrasions and headaches.

A second similar kit is also located on the wall near the sink in the kitchen of the tea-rooms.

Should someone sustain a fall then every care should be taken not to move them until the person in charge or on-site medic (who will currently hold a first aid certificate) has assessed them.

8 REPORTING OF ACCIDENTS

Should an accident occur then this should be reported to the person in charge who shall take the necessary action and all accidents, injuries, events shall be logged in the Incident Report Log that is located in the main I.T. Office.

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