



Bangladesh Power Development Board
INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO
45001:2018 STANDARD)

OFFICE SAFETY



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1. Purpose

A large percentage of workplace accidents and injuries occur in the office building, plant or laboratories. Preventive measures are necessary to promote a safe and healthy working environment. Common causes of office accidents include the following:

- Slipping, tripping, and falling hazards;
- Burning, cutting, and pinching hazards;
- Improper lifting and handling techniques;
- Unobservant and inattentive employees;
- Improper office layout and arrangement;
- Dangerous electrical wiring;
- Exposure to toxic substances;
- Horseplay; or
- Using chairs or other office furniture to serve as a ladder.

Office spaces can have common workplace hazards that can be dangerous when not properly mitigated.

The purpose of this procedure is to optimize safety and productivity in the plant and offices. Good housekeeping is an imperative practice in all area of the plant to accomplish this. This procedure therefore establishes the minimum office and housekeeping requirements that should be implemented on a daily basis for maintaining high standards of housekeeping and office safety.

2. Scope

This procedure applies to all the office premises of Bangladesh Power Development Board.

- General Office Safety
- Good Housekeeping Practices
- Safety against slip, trip and fall hazards
- Cuts and Punctures
- Equipment and Furniture Safety
- Ergonomics

3. Term and Definitions

N/A

4. Roles and Responsibilities

None

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5. Procedure

5.1 General Requirement

The following are general requirements for good housekeeping and office safety:

- An orderly arrangement of material and equipment will be maintained at all times.
- Work areas will be cleaned and arranged by safe means on a daily basis to preclude the creation of tripping, slipping, and fire hazards.
- Equipment and structures should be maintained in good overall condition. All exists shall be clearly marked and lighted.
- Aisles and walking areas in offices, warehouse and material storage areas should be clear of materials, equipment and furniture. No materials, tools or equipment should be stored where they can obstruct exits, aisle ways or access to fire extinguishers, fire hoses or other safety equipment.
- Protruding metal straps, staples, nails, splintered wood and similar hazards should be removed from boxes, packing cases, crates, board, etc. If they cannot be removed, flatten the protruding piece and stack the material with the flattened end facing down.
- Hoses shall be coiled and hung to avoid tripping hazards.
- Portable fans must have guards with openings less than 1.2cm.
- Rolling steps, ladders and stands must have brakes that engage when weight is applied.
- Spills shall be cleaned immediately to prevent slipping and fire hazards.
- Product leaks and seeps from valves, flanges, vessels, hoses and other sources shall be corrected immediately and the contaminated area cleaned. If clean up cannot be done immediately, clean the area and catch the leaking material in an appropriate container to prevent slipping and fire hazards and to reduce future cleaning requirements.
- Appropriate areas should be painted to protect the surface, add to the general appearance of the work area and make cleaning easier.

5.2 Good Housekeeping Practices

In order to minimize the likelihood of office accidents, employees shall ensure they consider the following areas:

- General Safety
 - Keep office free of obstacles that could interfere with proper cleaning.
 - Keep office equipment, facilities, and machines in good condition.
 - Maintain clear and unobstructed access to emergency equipment, such as fire extinguishers, pull stations, eyewash units, showers, etc.
- Lighting
 - Ensure that workplace lighting is adequate and available.

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- Turn on lights before entering a dark room or corridor, and report locations of inadequately lighted areas to your supervisor or HSE Engineer.
- Replace burned out light bulbs and have additional lighting installed, as necessary.
- Storage
 - Store materials so they do not create a hazard.
 - Do not stack boxes closer than 18 inch to the ceiling, in order to avoid blocking fire sprinklers.
 - Make sure stored items are limited in height so that they are stable and secure to prevent sliding or collapse.
 - Keep workplace storage areas free from accumulation of materials that could create hazards from tripping, fire, or explosion.
 - Secure stored items such as bundles, containers, and bags to prevent them from falling, sliding, or collapsing.
 - Store clearly marked boxes in an approved storage space.
 - Never store chairs, tables, cabinets, or other furniture in hallways.
 - Never store anything in machine rooms housing utility equipment.
 - These rooms must be clear of any obstructions that would slow or prevent access by emergency personnel or physical plant employees.

5.3 Slipping, Tripping and Falling Hazards

Slips, trips and falls are among the most common injuries that occur in the workplace. These injuries are perhaps some of the most preventable if employees pay attention to their surroundings, follow good housekeeping procedures, and do not run or rush. Keep the following in mind in order to avoid the risk of slips, trips, and falls:

- Never walk with an obstructed view.
- Avoid horseplay.
- Secure throw rugs and mats to prevent slipping hazards.
- Report or repair tripping hazards such as defective tiles, boards, or carpet to HSE Engineer immediately.
- Use caution on wet floors, particularly when wearing leather-soled shoes on hard surfaces such as linoleum or tile.
- Clean spills and pick up fallen debris immediately.
 - Even a loose pencil or paper clip could cause a serious falling injury.
- Ensure that electrical cords, phone cords, and other items do not cross walkways or otherwise pose a tripping hazard.
 - If a cord cannot be moved, a new outlet should be installed or the cord should be secured to the floor with cord covering strips.
 - Never tape down cords or run them under carpet.

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5.4 Cuts and Punctures

Cuts and punctures happen when people use everyday office supplies without exercising proper care. Employees should observe the following guidelines to help reduce the chance of cuts and punctures.

- Remove or guard all sharp edges, splinters, or splinters on furniture or equipment.
- Remove or turn down any protruding nails from surfaces or furniture.
- Do not carry pencils behind the ear or between the fingers with the point toward the palm of the hand.
- When sealing envelopes, use a liquid dispenser rather than licking the adhesive.
- Use caution when folding or handling paper in order to avoid paper cuts.
- Use caution when stapling
 - When using or filling staplers, keep fingers away from the operating parts.
 - Ensure staples are fully closed when fastening papers together.
 - Use a staple remover to remove staples.
- Use caution when cutting with sharp tools, including
 - kitchen knives
 - scissors
 - letter openers
 - box cutters
 - Paper cutters
- Use caution when handling broken glass and other sharp disposables
 - Picking up broken glass, always wear gloves and use a broom and dust pan and never use bare hands.
 - Disposal of sharp objects.
 - Place sharp disposables such as used blades or broken glass in a rigid container (such as a box) before disposing in a wastebasket.
 - Notify custodial personnel of any potential hazards in waste baskets.

5.5 Equipment & Furniture Safety

Office Machines and Equipment: Common office machines and equipment, such as photocopiers, adding machines, typewriters, computers, microwave ovens, and coffee makers, may require special safety consideration.

- Never operate any machine without first becoming adequately familiar with the appropriate operating instructions, whether from an operating manual or from a qualified employee.
- Observe the following general guidelines to ensure machine and equipment safety:
 - Secure machines that tend to move during operation.
 - Do not place machines near the edge of a table or desk.

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- Ensure that machines with moving parts are guarded to prevent accidents.
 - Never remove any guards.
- Unplug defective machines and have them repaired immediately.
- Do not use any machine that smokes, sparks, shocks or appears defective in any way.
- Loose clothing or similar items can be seized by moving machinery. Use caution when wearing loose items around machinery with moving parts, including:
 - Loose belts
 - Jewellery
 - Long, loose hair
 - Long, loose sleeves or pants
 - Scarves
 - Ties
- Guidelines for Specific Machines:
 - Hand operated Paper Cutters. After each use:
 - Close the blade
 - Activate the guard.
 - Photocopiers.
 - When opening for maintenance, repair, or trouble shooting, exercise caution:
 - Always follow the manufacturer's instructions for troubleshooting.
 - Some parts may be hot.
 - Paper shredders.
 - Always unplug before conducting maintenance, repair or troubleshooting.

Electrical Safety and Power Cord and Strip Outlet Safety: For specific guidance on electrical safety, refer to BPDB safety Manual, GPP-SP-15, Safety Precaution Electrical.

Furniture: Other office equipment requiring safety consideration may include furniture, such as file cabinets, shelves, ladders, chairs, and desks.

- File cabinets:
 - Secure weighted file cabinets.
 - Bolt either to the floor or wall.
 - Avoid creating top-heavy cabinets.
 - Ensure that cabinet drawers cannot easily be pulled clear of the cabinet.
 - Avoid toppling by opening only one drawer at a time.
 - If two drawers of a file cabinet are able to be opened at the same time, remove the cabinet from service for repair or replacement.
 - Fill cabinets from the bottom to the top.
 - Unload items from the cabinet from the top first, working downward.
 - Close drawers completely when not in use.

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- Do not place heavy objects on top of cabinets.
- Close drawers slowly using the handle to avoid pinched fingers.
- Shelves:
 - Secure shelves by bolting them to the floor or wall.
 - Place heavy objects on the bottom shelves.
 - Ensure that there is a space of at least 18 inches between the top shelf items and the ceiling to allow ceiling sprinklers to function properly in the event of a fire.
 - Never climb on shelves (even lower shelves).
 - When climbing, always use an approved ladder or step stool.
- Ladders and Step Stools:
 - General
 - Employees should always use an approved ladder or step stool to reach any item above their extended height.
 - Never use a makeshift device, such as a desktop, file cabinet, or bookshelf as a substitute ladder or stool.
 - Positioning:
 - Never use a ladder or step stool in front of a door unless the door is locked and barricaded.
 - Keep areas around ladders and step stools clean and free from debris.
 - Place ladder feet and step stools firmly and evenly on the ground or floor.
 - Place ladders and step stools on slip-free surfaces even if they have slip-resistant feet.
 - Secure the ladder or step stool if a slip-free surface is not available.
 - Ensure the ladder or step stool is sitting straight and secure before climbing.
 - Never use step ladders that are pitched backwards on an incline
 - Never use ladders that lean sideways due to surface conditions
 - If one foot sits in a low spot, build up the surface with firm material.
 - Never try to make a ladder or step stool reach farther by setting it on boxes, barrels, bricks, blocks or other unstable bases.
 - Use:
 - Never load a ladder above its intended weight capacity.
 - Never stand on the top of a step ladder; it can become unstable.
 - Read and follow all warning stickers.
 - Never use broken or damaged ladders or step stools.

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- Never try to move a ladder or step stool while anyone is on it.
- Never overreach from a ladder or step stool, or lean too far to one side.

For additional information on ladders refer to procedure GPP-SP-02.

- Chairs:
 - Never climb on any office chair.
 - Do not tilt office chairs back such that any chair leg or support leaves the floor, particularly if they are swivel chairs or they have wheels.
 - Take care when sitting in a chair with rollers. Ensure it does not roll away when sitting down.
 - Repair or report any chair damage that could be hazardous.
 - Never roll chairs over electrical cords.
- Desks:
 - Ensure desks are in good condition, free from sharp edges, nails, and other hazards.
 - Ensure desks do not block exits or passageways.
 - Ensure that glass-top desks do not have sharp edges.
 - Keep desk drawers closed when not in use.
 - Report or repair any desk that is damaged.

5.6 Office Ergonomics

Proper ergonomic positioning and consideration can help to prevent many repetitive-stress injuries that can commonly occur in the office environment. Following are some areas that warrant special consideration:

Strain and Stress

- Preventing Back Strain:
 - When lifting heavy objects, employees should:
 - not lift beyond their strength
 - keep their backs straight and lift using their legs
 - never twist while lifting
 - always request help when needed
 - use proper moving equipment
- Preventing Eye Strain:
 - Video Display Terminals (VDT)
 - Images
 - VDT images should be clear and well defined.
 - Adjust the screen's brightness, contrast, and display size as required.
 - If a screen flickers or jumps, have it repaired or replaced.
 - Placement

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- The VDT should be placed 20-28 inches away from the user's face.
- The center of the VDT should be approximately 15 to 25 degrees below the user's line of vision.
- Document holders
 - Keep documents at approximately the same height and distance from the user as the VDT screen.
- Lighting
 - Lighting around computer work stations should illuminate the work area without obscuring the VDT or causing glare.
 - Position computer screens, draperies, and pictures to reduce glare during work hours.
 - For example, place the VDT screen at a right angle to the window, so that the window does not reflect in it.

Work Station Arrangement: With the extensive use of computers and other automated desk devices in the workplace, employees must take special care to ensure proper workstation arrangements. Improper workstation arrangement combined with repetitive motion may contribute to visual and musculoskeletal fatigue or even cumulative trauma disorders, such as carpal tunnel syndrome. It is therefore very important to arrange work stations properly and to take frequent breaks.

When working at a desk for long periods, always remember the following:

- Body Positioning:
 - Always sit up straight.
 - Place feet flat on the floor, or on a stable footrest.
 - Ensure that lower legs are approximately vertical and that thighs are approximately horizontal.
 - Maintain the majority of body weight so that it is resting on the buttocks.
 - Ensure that wrists stay in a natural position. They should not rest on the edge of the desk.
 - Employees should use wrist supports that allow them to type without bending their wrists.
 - Supports should be made of a padded material.
 - Keep knees approximately 4 inches ahead of the front edge of the chair.
- Furniture/Equipment Positioning:
 - Ensure any chair is adjusted to provide adequate back support.
 - Ensure that there is at least 1 inch of clearance between the top of the thighs and the bottom of the table or desk.
 - Position computer keyboards in an accessible and comfortable area, such that the angle between the forearm and upper arm is between 80 and 100 degrees.

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- Telephone Use:
 - Neck tension is a common problem caused by holding the telephone between the head and neck.
 - Use a headset or speaker phone if the telephone will be used for extended periods of time.

6. References

ISO 9001: 2015, ISO 14001: 2015 and ISO 45001: 2018

7. Appendix

N/A

8. Revision History

SI No.	Revision Number	Section	Change Made	Date of Revision

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