



Communities Linking Computer Knowledge

CLICK
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CLiCK OH&S Information and Guidelines

CLiCK Specific Guidelines

- Always put safety first. Be safety conscious and don't act in ways that endanger yourself or others
- Do not lift weights beyond your capability
- Never place the sharp edges of computer case lids, motherboards, i/o cards and etc near or on walkways
- Ensure that clear paths and walkways are maintained at all times
- Always wear closed toed shoes in the workroom/warehouse area. Bare feet **ABSOLUTLEY** prohibited
- Never consume drinks while working with open computers. Always keep liquids away from electricity sources
- Never use wet hands while using electricity
- Always clean hands before preparing food
- Always clean your area at the end of the day or before you leave
- Do not open power supplies
- Do not place heavy monitors on shelves above waist height
- For items that are heavy, (eg. A laser printer or a 21" monitor) always ask another person to assist
- Try to minimise double handling
- Lift using your knees, turn using your feet and not your hips
- Use a trolley where possible
- Take 5 minute breaks away from computers if working for long durations
- Use ladders with care after proving you know how to use one safely
- Immediately clean any wet spills should they occur

Please do not run in the CLiCK building and take care when approaching high traffic areas.

Food should only be consumed in the lunch area unless otherwise specified.

If you have any issues with carrying or lifting inform the OH&S officer to be formally exempted.

Emergency and Evacuation Procedures

In the event of an emergency such as a fire or a chemical hazard, everyone will evacuate the building. There is an emergency exit at the front of the building (front door) and down the stairs at the rear of the warehouse.

The *emergency meeting point* is next to the Murdoch University Recycling Centre at the back of the Campus.

DRABC

DRABC procedures are posted on walls around CLiCK. **D** stands for remove danger (ie. if electric shock, cut electricity mains), **R** stands for check for response (ask 'Are you okay?'), **A** stands for airways (check that they are clear), **B** stands for breathing (check for breathing), **C** stands for circulation (check circulation).

Most people should be able to perform the first step of the DRABC Drill, however, following through on the next steps requires understanding of basic first aid.

Manual Handling Guidelines

Below we have listed some basic manual handling rules; these are also posted on walls in the building.

- Always look for a better way of doing things, in order to avoid manual handling risks
- Place or store heavy objects at waist level
- Use good lifting techniques; use your knees and not your back
- Watch where you are going when carrying a load
- Move your feet to turn. Avoid twisting while bent over
- Make sure you have a good grip on your load, that it will not fall apart and has no sharp edges
- Prepare for the moving of the load
- Stop physical work if you are tired or fatigued

Source:

http://www.gu.edu.au/ua/hrm/health/whs_ten_basic_manual_handling_rules.doc

Working with electricity

In addition to the above specific CLiCK rules, we request that volunteers and staff practice correct electrical safety practices while working at CLiCK. If you have not received an electrical safety induction as part of your OH&S induction, please inform the CLiCK OH&S Representative.

Liquid Spills

Inform other people of the spill. If the spill has occurred in the kitchen or toilet area, please use a mop and bucket of water to clean it up. Do not use the sponge from the

sink. If the spill occurs on the carpeted area use a rag from the build room to absorb it, and then find the microfibre cloth to try and remove any stains.

Office Ergonomics

If you are working as an administration/training volunteer, you will need to be aware of the correct techniques to use while working in an office environment. Always choose a chair that is right for you, and remember to take regular breaks away from the computer. We have numerous posters in the office areas describing correct posture and technique while using computers. We encourage you to refer to these.

Dangerous Chemicals

We use only a small number of dangerous chemicals at CLiCK, including toner, printer ink, and household cleaners. All chemicals should be stored and returned to safe places at all times. In addition to this, computer equipment, most notably monitors (CRTs), contains all sorts of chemical nasties (lead, phosphorous, mercury and carbon). We have written some procedures for monitor breakage and toner spills should they occur.