







Pre-Task	<ul style="list-style-type: none"> <li>• Consider the task and follow safe job procedures, industry best practices, and legislative requirements.</li> <li>• Complete a hazard assessment and follow the controls.</li> <li>• Be familiar and proficient with the emergency and evacuation procedures.</li> <li>• Inspect fire extinguisher and emergency equipment on a regular basis.</li> <li>• Practice good housekeeping rules.</li> </ul>
During	<ul style="list-style-type: none"> <li>• Ensure that electrical cords are in good condition and that circuits are not overloaded.</li> <li>• Ensure computer monitors and keyboards are used appropriately. Consider ergonomic practices.</li> <li>• Follow manufacturers' specifications when using fans and portable space heaters.</li> <li>• Use best practices for lifting and carrying techniques when moving heavy equipment and materials.</li> <li>• Ensure all equipment including the photo copier, printer, coffee machine, microwave, and any appliances are maintained to the manufacturers' specifications.</li> <li>• Ensure all rugs are kept clean and in good repair to prevent tripping.</li> <li>• Keep file cabinet drawers closed when not in use and secure cabinets with anchors to prevent tipping.</li> </ul>
Post-task	<ul style="list-style-type: none"> <li>• Ensure that the paper cutter blade is in the closed lock position when not in use.</li> <li>• Tie all loose clothing when using the shredder.</li> <li>• Ensure proper check in/check out procedures are followed when leaving the office, as necessary.</li> <li>• Properly dispose of used printer cartridges and toner, and any other disposable material accordingly.</li> </ul>

Task/Environment/Equipment	
Office Safety	
Protective Measures	
SSHA	
Engineering	
Training	
SJP	
ERP	
PPE	

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