

USING DESK AND CHAIR



Company Name:	SOP Number:
Address Details:	
Revision:	Revision Date:
Document Date:	Approved By:
Created & reviewed by: My Safety Shop Pty Ltd	

INTRODUCTION

A safe operating procedure (SOP) is an integral part of the risk management process as it outlines the hazards, risks and associated controls measures to be applied to ensure the task/activity is conducted in a way to reduce the risk of injury.

RESPONSIBILITY

It is the responsibility of each individual to carry out all tasks safely and in the prescribed manner. Supervisors and Departmental Managers are responsible for ensuring compliance with the prescribed guidelines set out in this document.

REFERENCES

Occupational Health and Safety Act 85/1993

- Section 8(2)(b) taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment.
- Section 8 (2)(d) provides such information, instructions, training and supervision as may be necessary to ensure, as far as reasonably practicable, the health and safety at work of his employees.
- Section 8(2)(j) causing all employees to be informed regarding the scope of their authority as contemplated in section 37(1)(b).
- Section 13 Without derogating from any specific duty imposed on employers by this Act, every employer shall - (a) as far as is reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work he has to perform, any article or substance which he has to produce, process, use, handle, store or transport and any plant or machinery he is required or permitted to use, as well as with the precautionary measures which should be taken and observed with respect to those hazards.



Using a desk and chair is commonly used in office environment but can be found in workshop or warehouse areas as well. This can be found in a school or shopping environment as well. Desk and chair is commonly used to complete admin or paperwork.

POTENTIAL HAZARDS:

- Flammable
- Nip points
- Sharp edges
- Ergonomic hazards (poor positioning during use, or unfit equipment)
- Slip, trip and fall

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RISK ASSESSMENT CONTROL MEASURES:

Refer to Risk Assessment on OHSONline

REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

None

PRE-OPERATIONAL SAFETY:

- Prior to the use of your desk and chair ensure that there are no damages to the chair or desk.
- Conduct a quick spot check on your chair before using the chair.
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- Ensure that your chair and desk is ergonomically correct before the use of the Desk and chair.
- If there are any damage to the chair before use ensure to report all damages to your supervisor or area manager
- The low back should be supported by the back of the chair
- The seat depth should allow approximately two fingers of space between the back of the knees and edge of the seat pan
- Arm rests should not be used while typing. Ideally, arm rests should be adjustable vertically and horizontally so that they do not interfere with the desk and/or keyboard tray. If this is not possible, consider removing the arm rests from the office chair

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OPERATIONAL SAFETY:

- No Horseplay activities while using the chair or desk.
- Ensure while you use the chair it is on all 4 its legs or on all its wheels at all times
- Ensure that your desk is stable at all times while using the desk during your work shift
- Ensure that no person sits on the desk as this may weaken the desk for future use.
- Foot rests can be provided when the height of the chair does not allow for feet to be flat on the floor
- Regularly used items (telephone, binders, reference material, etc) should be placed within 10 inches (25 cm) in front of the employee
- Items occasionally reached for can be within 20 inches (50 cm) in front of employee
- Employees who make frequent phone calls should consider using a head set. This will prevent cradling of the telephone between ear and shoulder while trying to take notes, or retrieving other information
- Computer monitors should be placed directly in front of the employee
- Top of monitor should be at about eye level, or slightly lower to avoid neck extension/flexion
- Keyboard tray and keyboard should also be directly in front of the employee
- Computer mouse should be at same level as keyboard and close enough to prevent over extended reaches
- Use a document holder to avoid twisting or bending of the neck if the need does arise.

HOUSEKEEPING REQUIREMENTS:

- Ensure that your work area is free from any clutter prior to the use of your desk.
- After the use of your desk ensure to clean the desk accordingly

REVIEW:

This procedure is required to be reviewed every three (3) years, unless in the event of a near miss, incident or accident, at which point all new control measures or possible hazards or change in procedures are to be reviewed and documented

TRAINING:

All employees who are responsible for carrying out this task are to be trained on this procedure within 7 days of commencement of work, and each time this procedure is reviewed re-training is to be conducted. Records of all training are to be kept.

INCIDENT HISTORY

Department	Incident Description	Date of Incident	Claim Number

