

Health & Safety Procedure

C.D.C. Room

Whilst working in the C.D.C. Room, there are procedures which must be carried out.

ELECTRIC WIRING: Ensure all wiring is fitted safely and positioned correctly, making sure sockets are not overloaded.

Food and drinks can cause accidents and should be kept in an adjacent room. Smoking is not allowed in the building.

ROOM CONDITIONS: There will be adequate lighting in the room. There are blinds in the area so that if sunlight comes through the windows they can be closed. There is adequate ventilation provided so that windows can be opened and/or fans switched on.

A designated area will be allocated for your personal belongings. If you leave them lying around, it could cause an accident. Taking a break is necessary. You must rest your eyes and your hands.

POSTURE: Make sure you have the correct seating for your machine. You must have an adjustable chair so that people of different heights can use it. Back problems can occur if your posture is incorrect. Repetitive Strain Injury (R.S.I.) can be caused if you do not type in the correct manner. Type with both hands and if required, use a wrist rest.