

WORKING WITH OFFICE STATIONERY & DOCUMENTS



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.



Stationery is a mass noun referring to commercially manufactured writing materials, including cut paper, envelopes, writing implements, continuous stationery and other office supplies. Stationery includes materials to be written on by hand (e.g., letter paper)

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POTENTIAL HAZARDS:

- Physical Hazard: Sharp edges on documents, papers and envelopes
- Physical Hazard: Sharp edge on table corner
- Physical Hazard: Sharp edge of paper
- Physical Hazard: Sharp edge on scissors
- Physical Hazard: Pinch points on binding machine hole puncher
- Physical Hazard: Pinch points between sides of bulldog clips
- Physical Hazard: Pinch points between rings of lever arch file
- Physical Hazard: Pinch points between clamps of staple remover
- Environmental Hazard: Poor ventilation
- Environmental Hazard: Poor lighting
- Environmental Hazard: Dust exposure
- Chemical Hazard: Board markers fumes

RISK ASSESSMENT CONTROL MEASURES:

Appointment Letters	Covid - Covid 19 Manager
Communication Awareness	General Health and Safety
Safety Signs	Warning - WW7 - Beware of Electric Shock

REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

None

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OPERATIONAL SAFETY:

- Always pay attention to the task at hand.
- Never misuse equipment. Only use equipment for the purpose for which it was designed.

HOUSEKEEPING REQUIREMENTS:

- Empty all trash cans.
- Ensure desks are neat and clean.

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

