

USING A PERSONAL COMPUTER



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.



A personal computer (PC) is a multi-purpose electronic computer whose size, capabilities, and price make it feasible for individual use. PCs are intended to be operated directly by an end user, rather than by a computer expert or technician

POTENTIAL HAZARDS:

- Electrical Hazard: Exposure to live electrical leads or connections
- Physical Hazard: Sharp edges
- Physical Hazard: Nip points
- Fire Hazard: Shorting or fusing of electrical components
- Fire Hazard: Heat generated from power adaptor
- Ergonomical Hazard: Repetitive actions performed
- Ergonomical Hazard: Poor body position adopted
- Ergonomical Hazard: Long periods of time spent using a personal computer without taking brief regular breaks
- Electrical Hazard: Loose connection
- Slip, Trip and Fall Hazard: Loose power cable in walkway

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RISK ASSESSMENT CONTROL MEASURES:

Barriers	Covers
Barriers	Electrical Cover
Certificates	Electrical Compliance Certificate
Communication Awareness	General Health and Safety
Hygiene Survey	Illumination Survey
Safe Operating Procedure	Operating a Personal Computer

REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

None

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PRE-OPERATIONAL SAFETY:

- Ensure that there are no loose electrical connections before operating the appliance.
- The appliance must be placed on a stable surface.
- The electrical cord of the appliance should be placed in such a manner that it does not create a tripping hazard.
- Ensure that all covers and safety devices are fitted and in place.
- Workstations should be ergonomically correct to prevent injury.

OPERATIONAL SAFETY:

- Always pay attention to the task at hand.
- Do not place liquid beverages on electrical appliances.
- Always refer to the operations manual should a problem occur. (Troubleshooting guide)
- When changing cartridges in printers, faxes or copiers, follow the manufacturer's specifications.
- Never misuse equipment. Only use equipment for the purpose for which it was designed.
- Never use excessive force on the equipment.
- Never by-pass or remove any safety device on electrical appliances.
- Take care when working with a shredder: loose clothing / ties can get caught in the rotating blade.

HOUSEKEEPING REQUIREMENTS:

- At the end of the day ensure that all electrical appliances are switched off.

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

