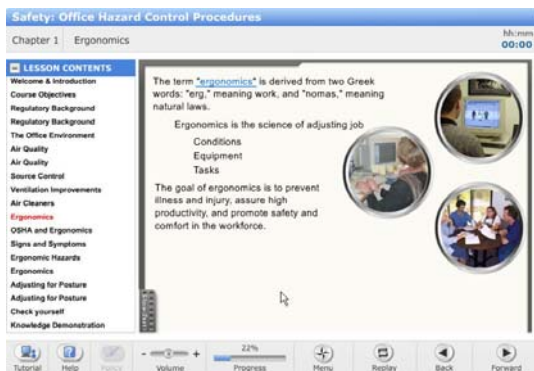


Safety: Office Hazard Control Procedures

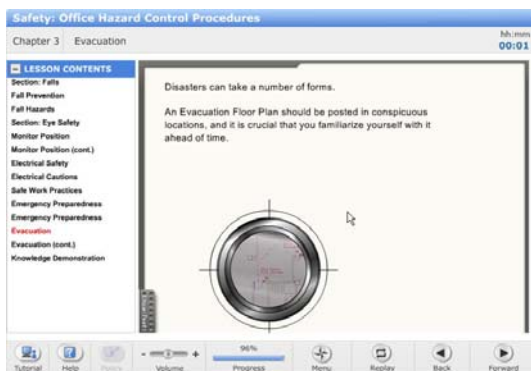
This course covers hazards that may be encountered when working in administrative areas. The areas of concern include ergonomic stress, hazard communication, bloodborne pathogens, and electrical safety.



Objectives:

- Identify employer and employee responsibilities under the Hazard Communication Standard
- Identify the company's goals (which include OSHA's requirements) under the Hazard Communication Standard
- Define the terms: "work-related musculoskeletal disorder" (WMSD), and "ergonomics"
- Recognize signs and symptoms of injury to the muscles and skeleton, and the importance of early reporting
- Identify risk factors for injury to the muscles and skeleton
- Specify controls and work practices to reduce and/or eliminate risk factors for injury to muscles and skeleton
- Specify how to report WMSD signs, symptoms, and hazards in your job and how to make recommendations to address them
- Identify the elements of an Ergonomics Program and the role of the employee within it
- Recognize the general requirements of the ergonomics standard| Define bloodborne pathogens and symptoms of bloodborne diseases
- Specify the purpose of the company's written Exposure Control Plan
- Identify different modes of transmission of bloodborne pathogens
- Recognize tasks and activities that may involve exposure to blood and other potentially infectious materials
- Identify standard precautions, appropriate engineering controls, work practices, and PPE to prevent exposure
- Identify basic safety-related work practices required by OSHA that pertain to respective job assignments and electrical safety| Identify any electrically related safety practices which are not specifically addressed by OSHA, but are necessary for safety

Audience: Personnel working in administrative areas.



Primary Regulations: OSHA 29 CFR 1910.1200, Hazard Communication; OSHA 29 CFR 1910, Ergonomics (proposed); OSHA 29 CFR 1910.1030, Bloodborne Pathogens; OSHA 29 CFR 1910 Subpart S, Electrical-Safety-Related Work Practices

Related Regulations: None

Duration: 45-60 minutes



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