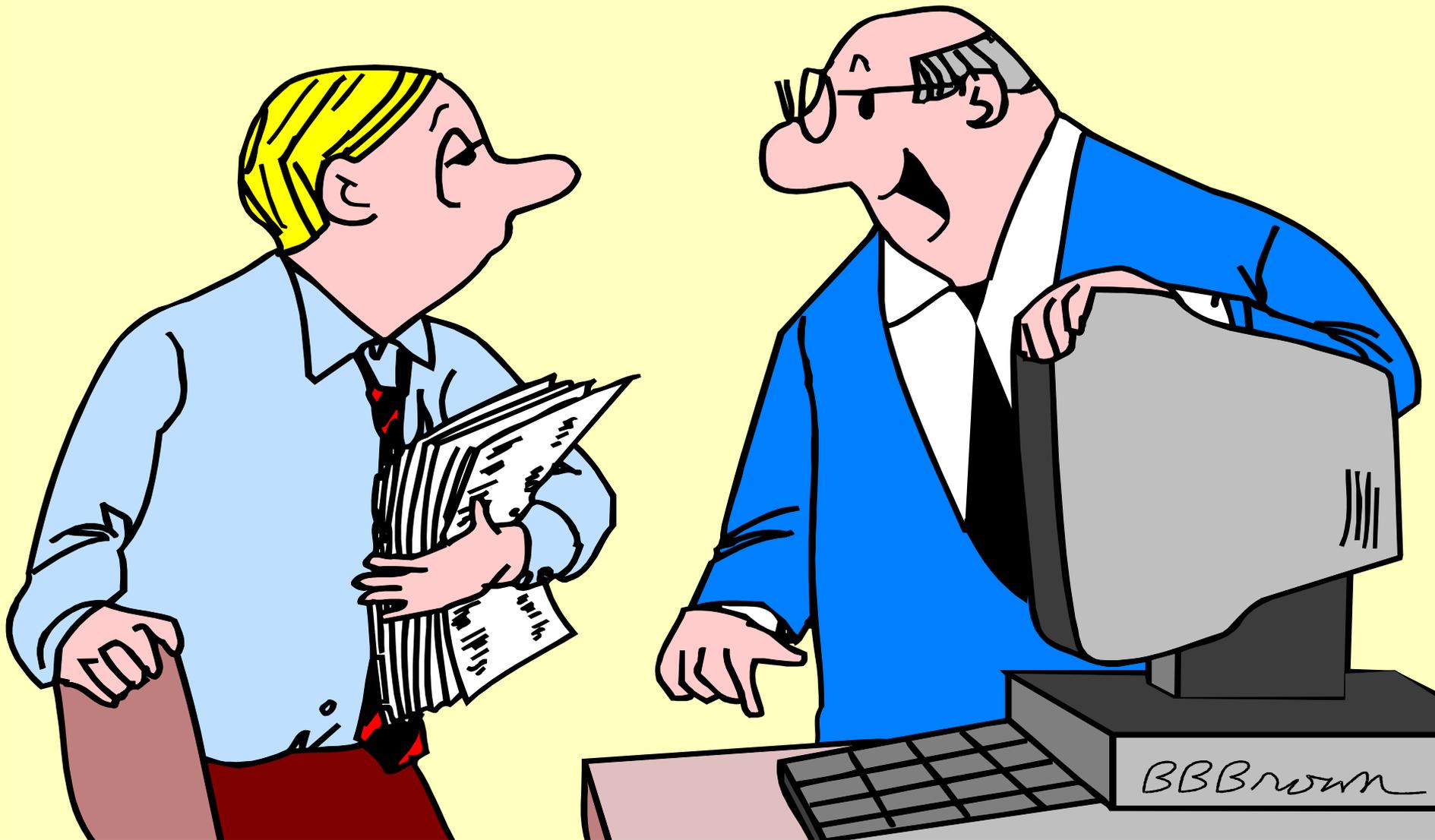
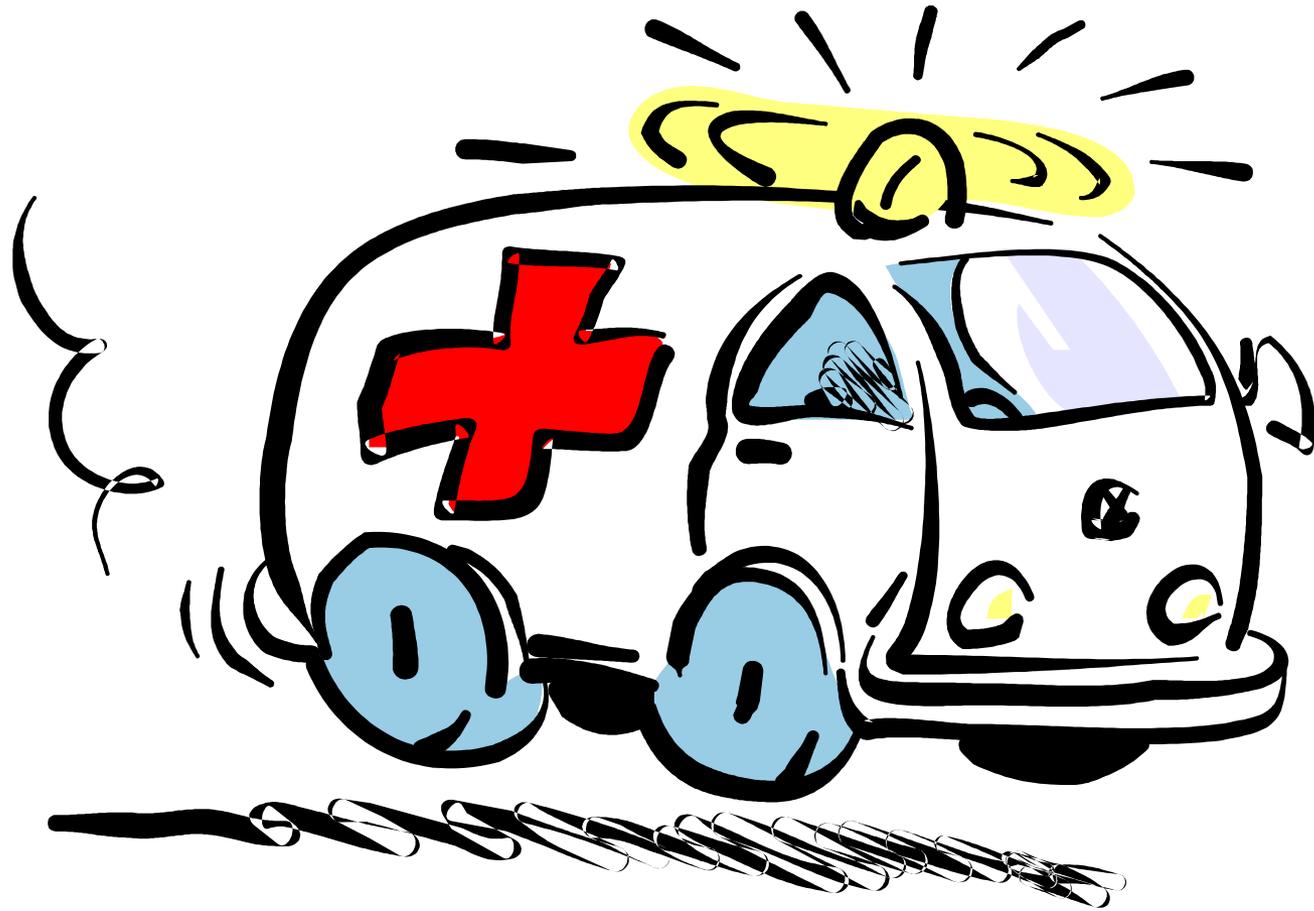


Safety is no accident!

**Prepared by Rita K. Beard
for Business and Marketing Teachers
in South Carolina**



"This computer is equipped with an airbag, in case you fall asleep."



Computer and Classroom Safety

Introduction

- **Accidents can happen anywhere.**
- **YOU keep our learning environment safe!**
- **Remember.....SAFETY**

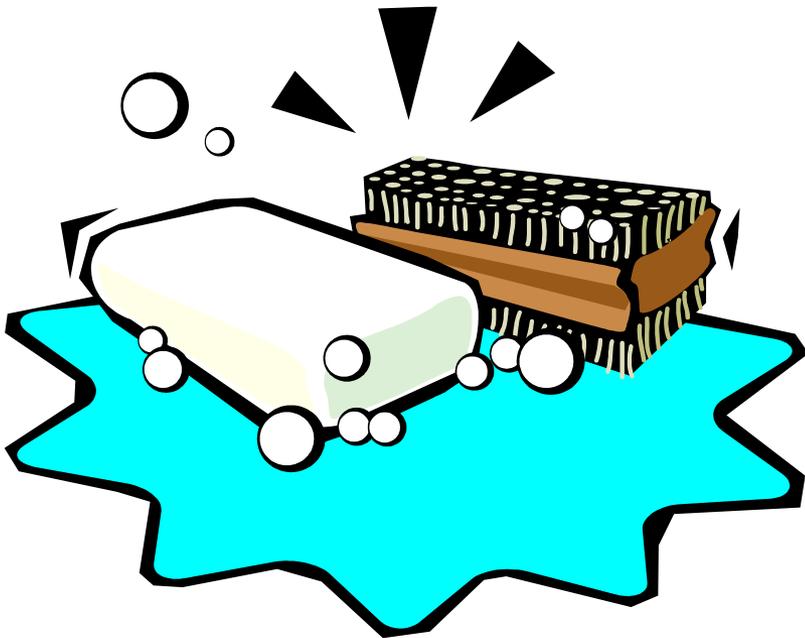
is no accident!

Falls

- Trips and falls are the number one cause of accidents in the classroom.
- Falls are one of the most common accidents anywhere!



What Causes Falls?

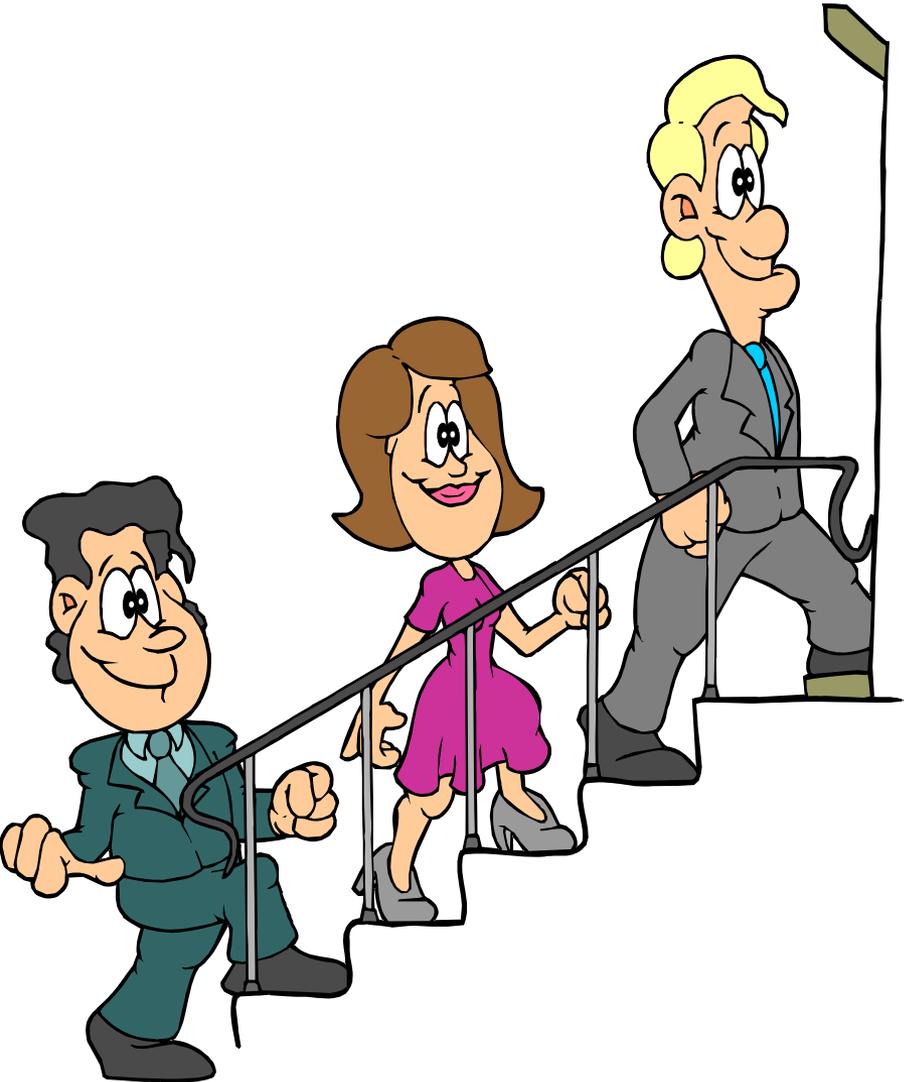


- Floor wax, spilled soft drinks, anything wet or slippery on the floor!
- Worn spots on the carpet or chipped tiles.
- Pencils, paper clips, or other items on the floor.

Prevent Slipping and Tripping!

- **Walk, never run in halls and classrooms.**
- **Don't change direction suddenly or stop quickly.**
- **Choose shoes that fit, and tie your shoe laces.**
- **Carry loads of reasonable size.**
- **Keep aisles and walkways clear.**
- **Good housekeeping is everyone's job!**

Stair Safety



- **The number one cause of stair accidents is distraction.**
- **Always use handrails.**
- **Take one step at a time.**
- **No congregating on stairs.**
- **Watch where you are going!**

Chair Safety

- **Never lean back in a chair--you could do a “sitting back flip.”**
- **Never roll your chair around the classroom--you could do a “moving back flip.”**



File Cabinets are Hazardous Too!



- Major source of office injuries!
- Open only one drawer at a time.
- Keep all heavy materials in the bottom drawer.
- Beware of paper cuts!

Landslides

- **Papers, boxes, files...stacked...can result in an office landslide--be careful!**
- **Always store materials inside cabinets, files, and lockers--never on top!**



Reaching High



- **Whenever you need to reach a height, use a stool or stepladder.**
- **NEVER stand on chairs, especially those with wheels!**

Back Injuries

- Use your leg muscles **NOT** your back muscles to do the work.
- Don't stoop.....bend!
- When you carry a load, the usual procedure is to hold it in front of you at waist height and close to your body.
- Ask for help when the load is heavy.



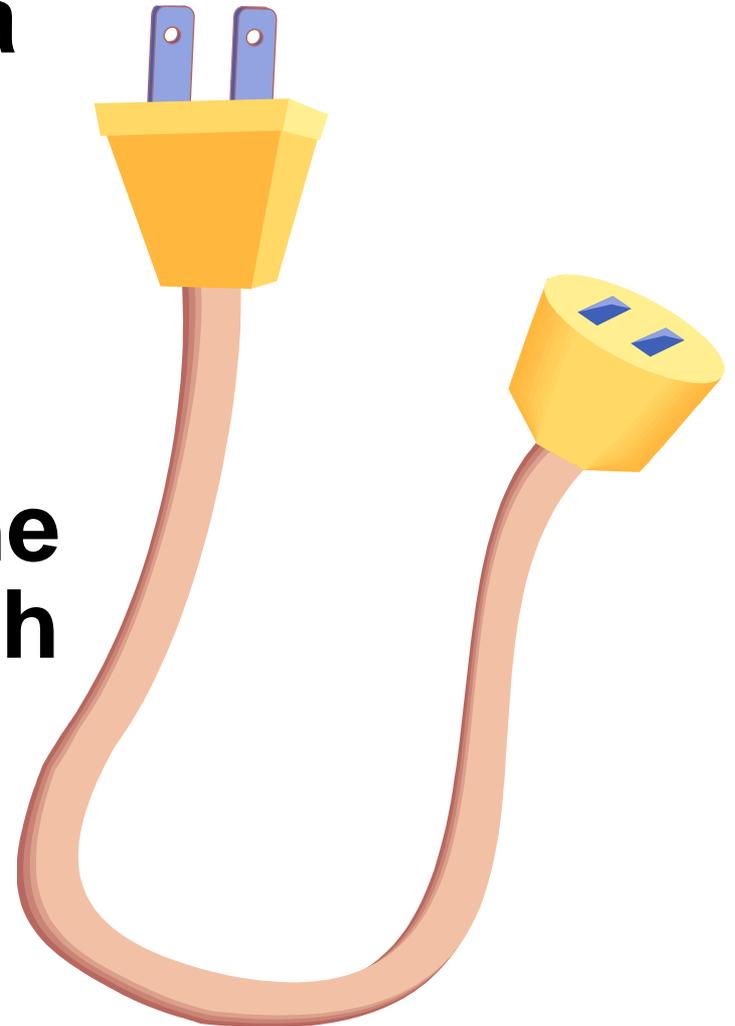
Equipment Safety

- Getting a finger caught in a piece of office equipment is no joke!
- Rings, bracelets, dangling necklaces, neckties, and loose shirt sleeves add to the hazard.

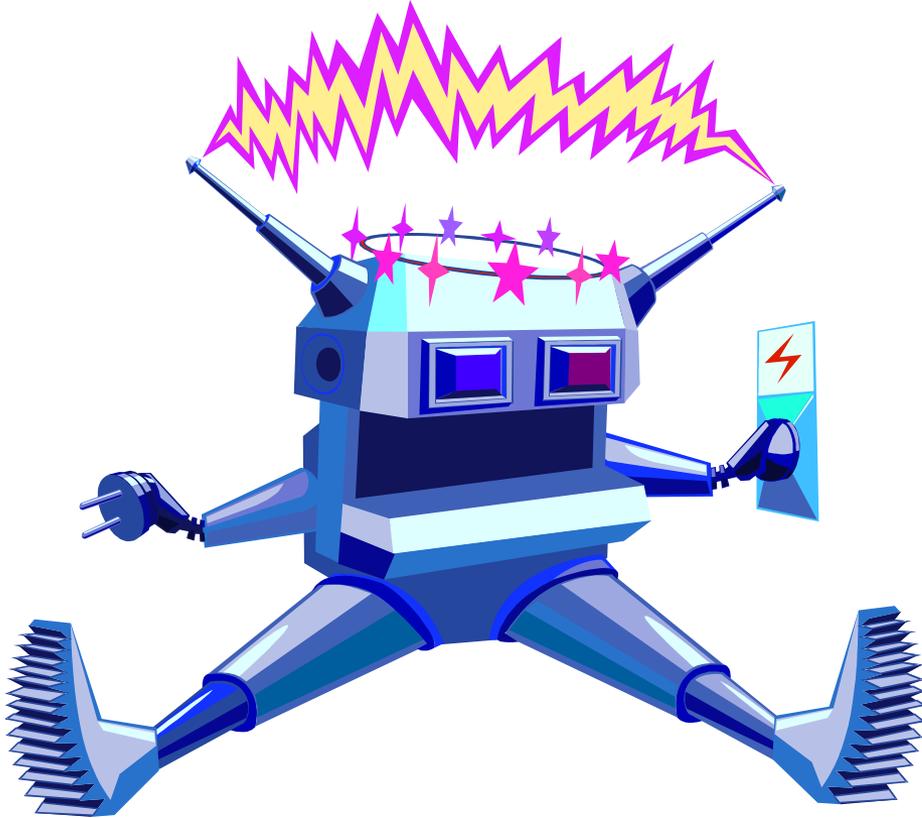


Electricity Hazards

- **Electricity presents a shock hazard when machines are not properly grounded.**
- **Grounding means connecting a machine to the ground through a third wire in the electrical cord.**



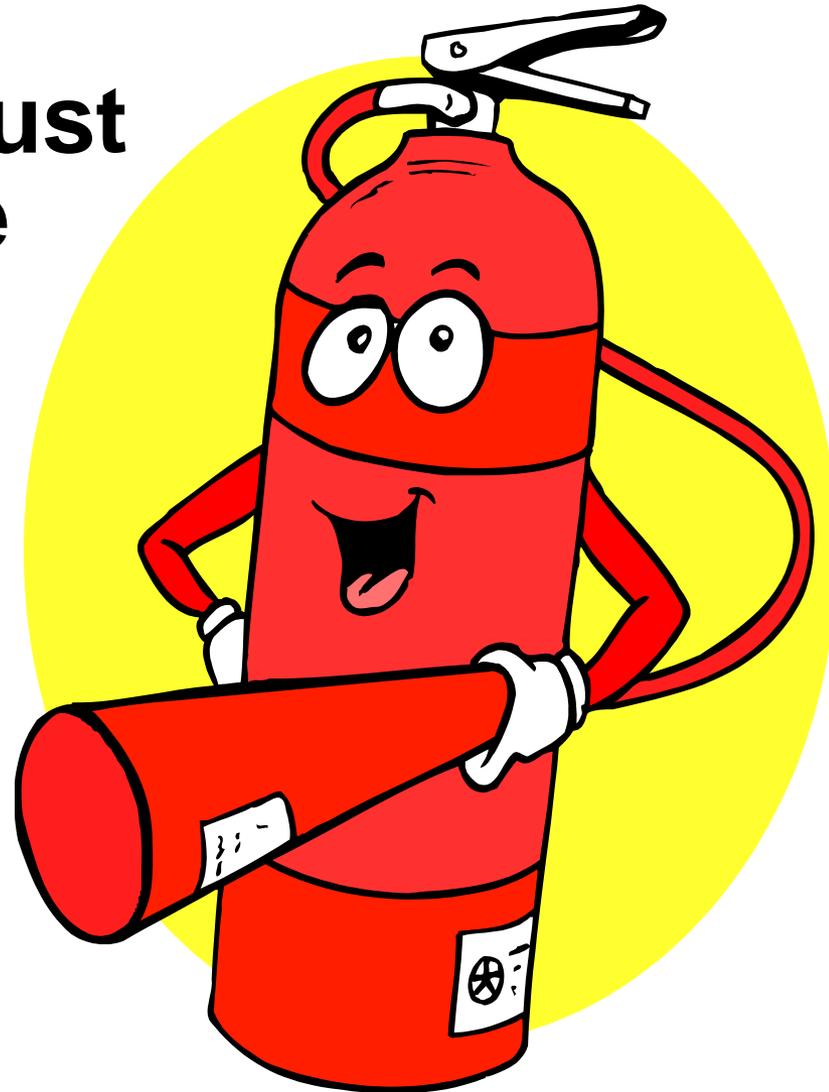
Electrical Shock



- If equipment has a short circuit -- electricity will flow through the ground wire, preventing an electrical shock.
- Without grounding -- electricity will flow through the equipment and cause shock!

Fire Safety

- **Three conditions must be met before a fire can occur:**
 - 4 There must be something (fuel) that can burn.
 - 4 The fuel must be heated.
 - 4 There must be a good supply of oxygen.
- **Do not mix these three ingredients!**



Stress



- **Stress causes accidents.**
- **Stress can be caused by:**
 - a desire to be accepted;
 - a need for affection;
 - not finishing your assignments;
 - peer pressure; and/or
 - a death, personal injury, or illness to you or a close friend/relative.

Computer Safety

- Hazards of working with a computer are divided into two areas:
 - physical; and
 - psychological
- The piece of equipment which causes the most problems is the monitor.



Physical Problems

- **Eye problems**
 - The most severe eye problem in working with the monitor is eyestrain.
 - Some computer users suffer from eyestrain, blurred vision, and burning eyes.



Physical Problems



- **What causes eye problems?**
 - **Lighting conditions: less light is needed to operate computers.**
 - **Windows create a glare on the monitor.**
 - **Bright colors of walls.**
 - **Small fonts.**
 - **Improper machine maintenance.**

Are you at risk?

- **Working at the computer can cause problems such as:**
 - **eyestrain**
 - **persistent fatigue**
 - **back pain**
 - **tendonitis**
 - **Carpal Tunnel Syndrome**



Eyestrain

(Caused by improper lighting and poor posture.)

TIPS TO REDUCE EYESTRAIN

- **Lower lighting level to:**
 - 1. reduce glare**
 - 2. improve screen contrast**
- **Place screen at right angle to avoid reflections and shadows**
- **Sit with ceiling fluorescent lights parallel to your line of sight and to your side**

Physical Stress

- **Physical stress and eye problems are closely related because both problems are caused by poor design and improper use of equipment.**
- **Can cause back, neck, and shoulder pain as well as headaches and fatigue.**
- **Posture is very important to avoid physical stress and a serious medical condition later.**

Postural Hazards

- Certain postures are uncomfortable and hazardous to your health.



- The following may lead to a serious condition:
 - Working with inadequate back support
 - Head tilted back or forward
 - Shoulders hunched
 - Wrists bent
 - Feet unsupported

Reduce Sitting Stress

The right chair helps to reduce sitting stress. Your work chair should:

- **be fully height-adjustable;**
- **support the lower back;**
- **swivel easily;**
- **have a separately adjustable back;**
- **have a seat with a rounded front edge;**
- **have five feet on castors; and**
- **have adjustable arm rests.**

Psychological Stress

- **Examples are:**
 - **Pressure of a supervisor watching you work.**
 - **Timed writings.**
 - **Fear of computers taking over jobs.**
 - **Fear of not making production.**
 - **Boring, repetitive tasks.**

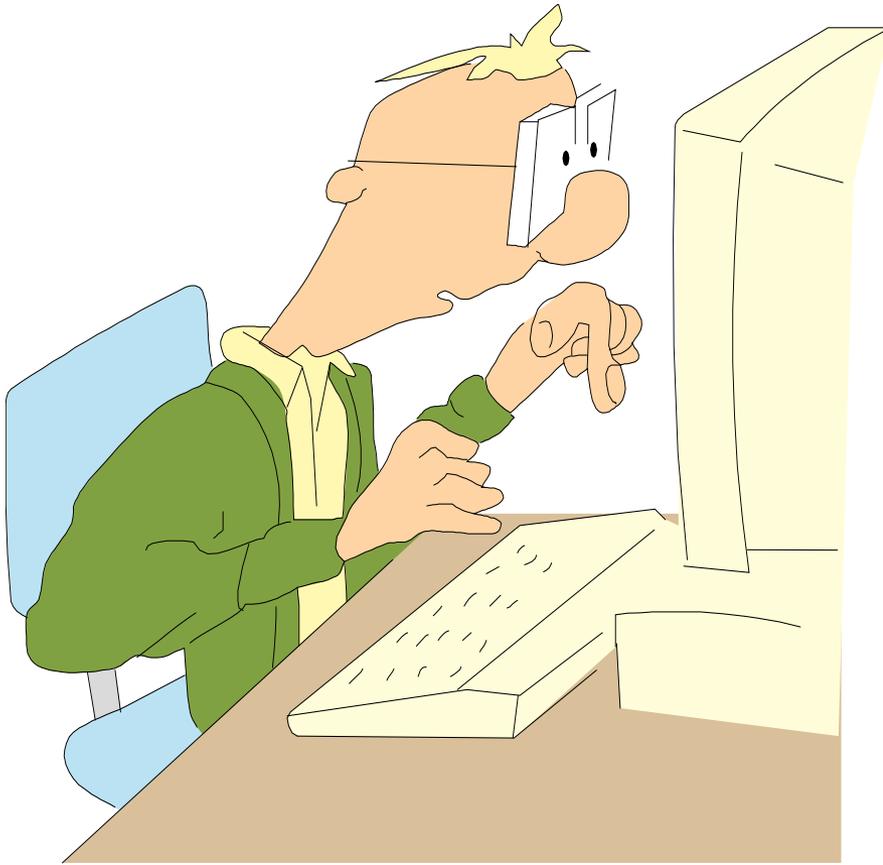


A Healthy, Efficient Work Environment Includes:

- A smoke-free workplace;
- Noise control;
- No obstacles over which to trip;
- No visual distractions; and
- A chair “just right” for you.



Prevent Eyestrain



- **Rest your eyes frequently by focusing on an object at least 20 feet away.**
- **Blink frequently.**
- **Get regular eye exams.**

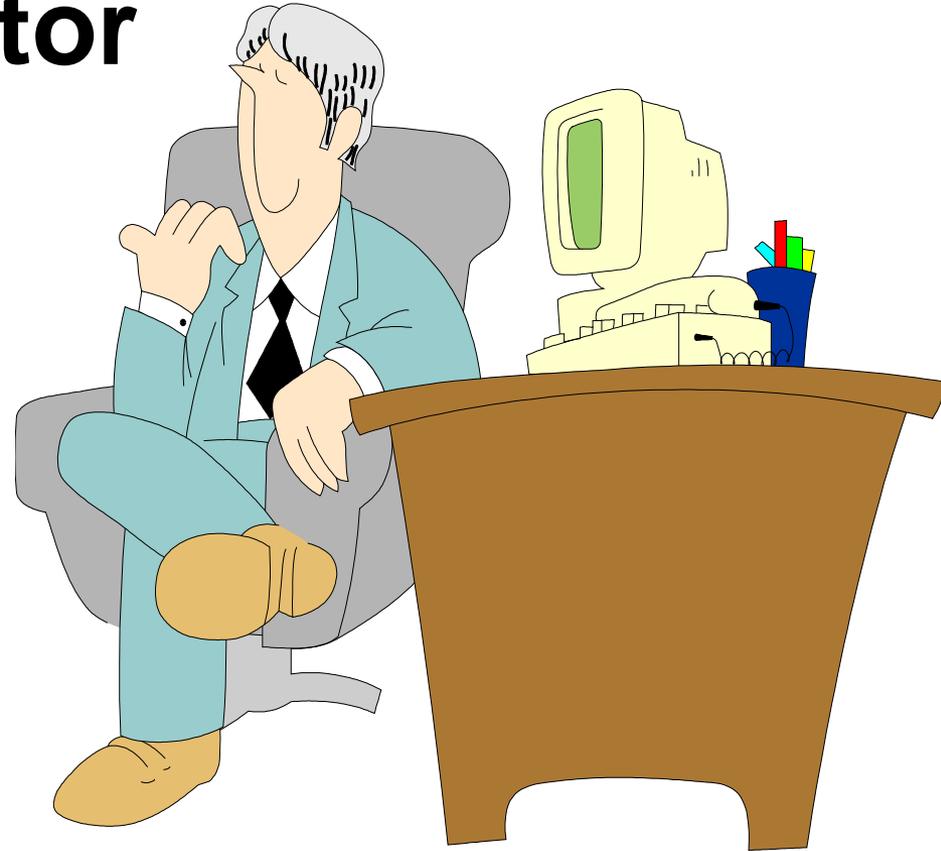
A Healthy You



- Get enough sleep.
- Exercise regularly.
- Eat right.
- See your doctor if you have a problem--
immediately!
- Practice good safety habits.

Are You Working Safely?

- **Is the top of your computer monitor at eye level?**
- **Is the screen approximately 15-32 inches away?**
- **Is the display sharp and steady?**



Are You Working Safely?

- Is your field of view free from glare and reflections?
- Do you have a document holder?
- Are you using it?



Are You Working Safely?

- Are your wrists straight and horizontal to your work surface as you type?
- Are your feet flat on the floor?
- Are your arms loose and comfortable at your side?



Are You Working Safely?

- Are you sitting back in your chair with your lower back well supported in its natural curve?
- Is your backpack and jacket stored beside your chair - out of the walkway?



Work Safely