

Method Statement 9
Office Procedures

It is the individual responsibility of all Greenberg Ltd employees to comply with the safety instructions contained within this Method Statement.

Only personnel who are authorised and adequately trained, or if undergoing training, are properly supervised are to carry out work on behalf of the Company. IF IN DOUBT - ASK!

Electrical Safety:

- 1 DO NOT OVERLOAD socket outlets, MINIMISE the use of ADAPTORS.
- 2 Ensure that if fitted, RESIDUAL CURRENT DEVICES are TESTED REGULARLY in accordance with the MANUFACTURER'S INSTRUCTIONS.
- 3 DO NOT use TAPED JOINTS to connect cables, USE PROPER CONNECTORS.
- 4 Arrange for DAMAGED CABLES TO BE REPLACED IMMEDIATELY.
- 5 REPORT ALL SUSPECTED FAULTS IMMEDIATELY.
- 6 SWITCH OFF electrical equipment BEFORE UNPLUGGING AND CLEANING.
- 7 Ensure that FIRST AID PROCEDURES for electrical shock are FULLY UNDERSTOOD and can be APPLIED EFFECTIVELY.

Trips and Falls:

- 1 DO NOT allow TRAILING LEADS to create TRIPPING HAZARDS.
- 2 DO CLEAR UP SPILLAGES QUICKLY.
- 3 DO REPLACE or repair TORN FLOOR COVERINGS etc.
- 4 DO NOT BLOCK passageways, corridors or stairways.

KEEP PERSONAL WORKSTATIONS CLEAN, TIDY, ORGANISED, AND FREE FROM ANY UNNECESSARY BUILD UP OF COMBUSTIBLE MATERIALS!