

DO YOU HAVE A HOLIDAY JOB IN AN OFFICE?

How can you stay safe?

1 Safety first!

- ✓ Close **cupboard doors** and **drawers** after use.
- ✓ Do not leave material lying around in **passages**.
- ✓ Do not leave **cables** lying around, use **cable trays**.
- ✓ Do you store material in a **high place**? Use **tools** such as a stepladder.

2

Ergonomics is the best policy

- ✓ Sit **directly in front** of your **display** at **arm's length**. Adjust your seat to the **correct height**.
- ✓ **Exercise as much as possible**: take the stairs, walk during breaks, and change positions regularly (standing and sitting).

3 Look after your health above all else

- ✓ **What do you do in the event of an accident?** Ask a **first-aider** for **help**.
- ✓ Ensure you have a **healthy climate**: open a window or adjust the air conditioner properly.
- ✓ Is the **printer toner** empty? Ask a colleague to **replace** it.

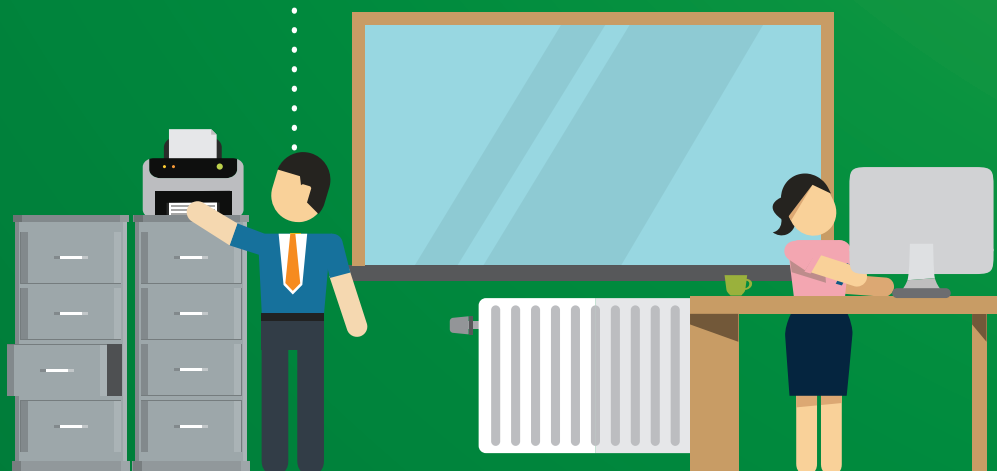
4 Don't play with fire

- ✓ Do not overload the **electric circuit**.
- ✓ Check the cable of an **electrical appliance** before you plug it into a wall socket.
- ✓ Make sure you know where the **fire extinguishers** are located.
- ✓ Inform yourself about the **evacuation route** and **assembly point** in the event of a fire.

5

A healthy mind leads to a healthy body

- ✓ Tell your **supervisor** at work in good time if you are feeling **stressed**.
- ✓ Is something bothering you? Talk to your supervisor or the **confidential counsellor**.



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*Do you have any questions?
Ask your supervisor.*