



ARCHDIOCESE OF LOS ANGELES
CODE OF SAFE PRACTICES FOR ADMINISTRATIVE/CLERICAL PERSONNEL

1. UNIVERSAL PRECAUTIONS

Because of the possible exposure to human blood from cuts or abrasions, other potentially infectious materials such as vomit (OPIM), from students or others in your immediate environment, make sure you have access to latex gloves. When exposed to blood or OPIM, wear the gloves when applying first aid to a wound or cut or while cleaning up or handling OPIM, and protect other parts of your body from contact with the blood or OPIM by covering them with material impervious to blood or OPIM.

2. GOOD HOUSEKEEPING

- ◆ Do not leave desk drawers open and unattended.
- ◆ Keep walkways, aisles, and passageways free from obstacles which could inhibit passage.
- ◆ Keep floor in your work area free from debris such as pencils, paper clips, waste paper, etc.
- ◆ Ensure that material on top of lockers, filing cabinets and high shelves is placed in such a manner that it cannot fall off.
- ◆ Arrange office equipment to provide safe working conditions.

3. ELECTRICAL/TELEPHONE CORDS

- ◆ Do not use defective electrical cords. Have them repaired or replaced.
- ◆ Do not overload electrical sockets.
- ◆ Use multi-outlet additions with care; avoid overloading circuits.
- ◆ Place electrical cords in such a manner that they will not cause a tripping hazard. Extension cords **MUST** be equipped with ground connectors.

4. OFFICE EQUIPMENT/FURNITURE

- ◆ Do not tip backward in a swivel chair.
- ◆ Do not stand on chairs or desks to reach high places – use a step ladder.

- ◆ Do not tamper with or repair office machines unless properly trained.
- ◆ Load bottom filing cabinet drawer first. Open only on drawer at a time.
- ◆ Personal portable heaters or fans may be used only if you have prior approval by management. They may be used only in a safe location.
- ◆ Do not clean or adjust an office machine while in operation.

5. **COMPUTER USE**

- ◆ Sit directly in front of your computer, with the screen slightly below eye level. The keyboard should be positioned to allow the hands and arms to be held level.
- ◆ Adjust screen brightness to minimize glare and eye strain.