

## Safety Instructions for Office Employees

- Workers are responsible for notifying another person (night guard or worker in another room) that they are working alone.
- Do not work in a locked room.

### Work Accidents

If case of a work accident - quickly notify your superior and the Safety Unit of the incident, as soon as possible following its occurrence. Immediate notification is important to aid the necessary inquiry concerning the accident's circumstances and to draw conclusions.

- In case of a work accident that requires medical attention, evacuate to the Technion clinic or call for a medic. Summon an ambulance if immediate evacuation is necessary. The Safety Unit will issue Form BL/250 later.



- In case of a work accident (which is not a car accident) on the way to- or from- work, the employee must notify his supervisor, who will notify the head of the Safety and Radiation Unit *via* an electronic form. The Safety Unit will hold an inquiry and will issue Form BL 250.
- The employee must send a preliminary work injury form, including a medical report and recommendations, to the Safety Unit and to the HR.
- **End of Workday**
- Lock the equipment and your tools.
- Turn off lights.
- Unplug sensitive machinery, devices and all other equipment connected to a power source (computer, electricity, air conditioner, etc.).

## Safety Rules for Computer Use (Ergonomics Safety)

**Adjust the computer's height.** Your feet should be resting flat and stable on the floor or footrest.

- **Pressure on** your **thighs** near the knees or on your calves **should not be too great.** Your thighs should be as horizontal as possible.
- If it is possible to adjust the computer's angle, **try different angles** for the computer. You may need a smaller chair if there is pressure on your thighs or calves.

- **Adjust** the **height of** the **backrest** to support your lower back. Your buttocks should sit comfortably with a space between the lower end of the backrest and the seat.
- **Adjust** the **angle of** the **backrest** for you and your work. Leaning slightly backward may be the most comfortable position. Try to avoid leaning forward.
- **Consider your shoulders.** Are they low and relaxed? If not, adjust the height of the table or the chair and obtain a footrest.
- **Consider your elbows.** Are they free at your sides? If not, learn a relaxation technique. If the armrest is too high, remove it. If the backrest is too wide, replace it.
- **Get closer to** your **workstation.** Ensure that the keyboard is positioned at a comfortable height. If necessary, adjust the height of the table. Your wrists should be held straight.
- **Adjust** the **position of** the **keyboard.** It should not be too far so that your arms are extended forward. A 50 mm space between the table and the keyboard may help your wrists. If your desk has a fixed height, you might not be able to achieve a position that is simultaneously comfortable for your legs, shoulders, elbows and wrists. If that is the case, get a footrest.
- **Adjust** your **monitor.** The distance between your eyes and the monitor should be comfortable. (It varies from person to person within a range of 45-80 cm). Check also the viewing angle. A downward angle of 20° to the center of the monitor is reasonable.
- **What do you look at most frequently?** What kind of work do you do? Do you only look at the page? Do you look only at the monitor? Do you look at both the page and the monitor equally? The answer to these questions will help you decide where to position the monitor and the page. Place the item that you look at most often directly opposite your eyes.
- **Check** the **cables** beneath your workstation for your safety.
- Check that there are **no reflections** on your screen)



(Bibliography: *How to use your computer safely*, Ministry of Health)