

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION FOR HIGHER  
PROFESSIONAL EDUCATION

NATIONAL RESEARCH UNIVERSITY  
HIGHER SCHOOL OF ECONOMICS

## **Occupational Safety Guidelines**

### **for Administrative Staff**

**OSG – AS-9 -2014**

Moscow



APPROVED  
 by HSE Vice Rector  
 \_\_\_\_\_ A.V. Novoseltsev  
 “ \_\_\_\_\_ ” \_\_\_\_\_ 2014

APPROVED  
 by HSE Vice Rector  
 \_\_\_\_\_ V. A. Samoylenko  
 “ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_\_\_\_

**Occupational Safety Guidelines  
 for Administrative Staff  
 OSG HSE-9-2014**

**1. General Occupational Safety Requirements**

1.1 These Guidelines contain occupational safety requirements for administrative staff performing their professional duties at all subdivisions, working areas and workplaces.

1.2 Duties of administrative staff can be performed only by individuals who possess professional qualifications relevant for the given position, have no medical contraindications, and have completed an initial training in occupational safety, initial workplace briefing and, if necessary, training and knowledge assessment in occupational safety requirements.

1.3. Administrative staff may be exposed to the following harmful and hazardous factors at the workplace:

- Elevated levels of electromagnetic, soft X-ray, ultraviolet and infrared radiation when working on the computer;
- Elevated levels of static electricity;
- Electric circuits with high voltage that can malfunction because of damage to insulation of electrical wiring, power cords, extension cables and insulating computer cases, peripheral devices, office equipment, air conditioners and other devices;
- Moving elements of peripheral devices, office equipment, fans and other devices;
- High or low air temperatures at the workplace;
- High air humidity and motion;
- Negative air ion depletion or excess of positive air ions when working on the computer or with a photocopier;
- Poorly lit workplace;
- Physical exertion caused by working in a constrained posture for a long time;
- Mental and emotional stress;
- Eye strain;
- Broken or poorly placed furniture;
- Objects falling from a height (cupboards, shelves);
- Slipping on the floor littered with paper or wet after cleaning; it may result in falling on the floor or bumping into the furniture;
- Fires and smoke inhalation;
- Other damaging factors.

1.4. Each administrative staff member shall



1.4.1. Perform only those functions that correspond to their qualifications, were included into their formal job descriptions or requested by the supervisor, and comply with labour and occupational safety legislation and institutional bylaws;

1.4.2. Know and follow user manuals for computers and office equipment at the workplace and other facilities and devices used at work (fax machines, copiers, shredders, laminating machines, etc.), as may be necessary;

1.4.3. Comply with their formal job descriptions and standard operating procedures, occupational safety and fire safety guidelines, internal labour regulations;

1.4.4. Use only those furniture items, devices, office equipment and other workplace facilities that are in working order, and only for their intended purpose;

1.4.5. Keep the workplace free from any items that can disrupt their work;

1.4.6. Refrain from letting unauthorised persons to their workplace, unless their job duties necessitate otherwise;

1.4.7. Know how to administer first aid;

1.4.8. Know how to use fire-fighting equipment;

1.4.9. Maintain good personal hygiene;

1.4.10. Notify their line manager if they start feeling unwell.

1.5. Working time, scheduled breaks from work, rest and lunch breaks are stipulated in internal labour regulations and occupational safety guidelines adopted by the institution.

1.6. Staff protection features include the following:

- Protective insulation of wires and cables, conductive or voltage-carrying parts of equipment;
- Built-in or external computer screen protectors.

When working on the computer, wearing special eyeglasses with spectral filters is recommended.

1.7. All accidents, occupational injuries and workplace safety violations shall be reviewed or investigated to reveal their causes and prevent them from happening again.

1.8. Pursuant to their formal job descriptions and current legislation, employees shall face disciplinary or financial sanctions for

1.8.1. Failure to comply with formal job descriptions and occupational safety, fire safety and workplace hygiene guidelines, if it can cause an accident, breakdown or fire and damage the institution or any individuals in particular;

1.8.2. Failure to comply with internal labour regulations.

## **2. Occupational Safety Requirements at the Start of the Working Day**

2.1. Before getting to work, administrative staff shall

2.1.1. Free their workplace from any foreign objects or items they don't currently need for work;

2.1.2. Conduct a visual inspection to make sure that power cords, exterior of the office equipment, wiring and other cables, sockets, switchers, lights, air conditioners and other devices are not damaged;

2.1.3. Check if the furniture is in working order and positioned properly; workplace equipment and materials needed for work are placed on the desk; and access to workplaces is unrestricted;

2.1.4. If any faults or damage to the computers, peripheral devices, office equipment, furniture, facilities, wiring and other cables, sockets, switches, lights, air conditioners and other equipment is discovered, do not switch it on or get to work, but contact maintenance staff and notify the line manager;

2.1.5. Check if the workplace is lit properly. If the lighting is insufficient, arrange for localized lighting, place lighting sources so as to avoid glare that might affect the employee or those around them.

## **3. Occupational Safety Requirements during the Working Day**

3.1. During the working day, administrative staff shall

3.1.1. Keep the workplace clean and tidy, and avoid cluttering it with documents;



3.1.2. Keep access to workplaces unrestricted; avoid cluttering equipment with items that can cause its overheating;

3.1.3. Make sure that office equipment and other devices remain in working order; comply with their instructions for use and the corresponding occupational safety guidelines;

3.1.4. In case of an extended absence from the workplace, unplug office equipment and other devices, except for equipment intended for 24-hour operation (fax machines, network servers, etc.);

3.1.5. Pay attention, concentrate and avoid distracting others;

3.1.6. If paper (or tape) gets jammed inside the printer, cancel the printing job, unplug the printer, and then try to extract the jammed item. Call maintenance staff, if necessary;

3.1.7. Pull the plug, not the cord, to disconnect office equipment and other devices from power source;

3.1.8. Avoid pulling, twisting, bending, constricting or placing any items over power cords, wires and cables, and prevent them from touching any hot surfaces;

3.1.9. Do the recommended physical exercises during scheduled physical activity breaks;

3.1.10. Protect surfaces of computers, peripheral devices and other equipment from moisture; avoid wiping equipment connected to power supply with a wet or damp cloth.

3.2. During work it is prohibited to

3.2.1. Touch any moving parts of office equipment or other appliances;

3.2.2. Operate office equipment or other devices whose casing has been removed or damaged;

3.2.3. Perform one's job duties in a poorly lit workplace;

3.2.4. Touch office equipment or other appliances with wet hands;

3.2.5. Switch interface cables, remove casing from office equipment and other devices and attempt to repair them;

3.2.6. Use makeshift electric devices or electric appliances that have no relation to one's job duties.

#### **4. Occupational Safety Requirements in case of an Incident**

4.1. In case of an incident, administrative staff shall

4.1.1. Immediately seize work, unplug office equipment and other electric devices and notify the line manager (or senior supervisor, if the former is unavailable); if necessary, leave the affected area;

4.1.2. Help to mitigate the emergency at the instruction of the line manager, unless it poses a threat to life and health of employees;

4.1.3. Unplug office equipment and other devices, call maintenance staff and notify the line manager, if any faults to office equipment, other electric devices or power grid are discovered (burnt smell, abnormal noise from operating office equipment or other devices, feeling electric current when touching them, flashing lights, etc.);

4.1.4. If any furniture item gets broken, stop using it, notify the line manager and proceed as instructed;

4.1.5. In case of a power cut, unplug all office equipment and other electric appliances;

4.1.6. Refrain from returning to work until all damaged office equipment and other workplace facilities are fixed and the incident is resolved;

4.1.7. In case of fire

- Seize work,
- Unplug office equipment and other devices,
- Notify the 24-hour emergency service of HSE by phone: 113-88, call the fire services: 01, 112 (101 for Beeline and Megafon or 010 for MTS) and notify the line manager,
- Warn other people nearby,
- Take steps to evacuate the affected area,
- Help to extinguish the fire with any fire-fighting equipment at hand; if the former is not feasible, leave the affected area in accordance with fire safety instructions and evacuation plans.



4.1.8. Try to extinguish fire with dry powder or carbon dioxide extinguishers, while wearing personal protective equipment;

4.1.9. If a workplace injury is sustained by other employees, administer first aid, call an ambulance and transport them to a first aid post or healthcare facility, if necessary;

4.1.10. Immediately notify the line manager of an injury sustained by them or through their fault, or of any accident witnessed by them and involving other employees of home institution or external organizations;

4.1.11. Take steps to leave the scene of the accident undisturbed, unless it could harm human life and health;

All workplace accidents shall be reported to the Occupational Safety Unit.

4.1.12. When an accident is being investigated, report everything they know about the circumstances surrounding the accident;

4.1.13. In case of a terror threat or attack, adhere to safety guidelines for emergency situations adopted by the institution;

4.1.14. Notify the line manager, seize work and leave the affected area, if any violations of occupational safety requirements that cannot be mitigated independently are discovered in working areas, or if there is a threat to life and health of employees.

## **5. Occupational Safety Requirements at the End of the Working Day**

5.1. At the end of the working day, each employee shall

5.1.1. Unplug office equipment and other devices, except for equipment intended for 24-hour operation (fax machines, network servers, etc.);

5.1.2. Tidy the workplace, paying extra attention to fire safety factors;

5.1.3. Close the windows;

5.1.4. Turn off the lights;

5.1.5. Notify the line manager of any faults discovered during work.

Head of the Occupational Safety Unit \_\_\_\_\_ V. I. Mikhailichenko

