

Safe working practices: Design and Technology Stages 4–5

Answers

Activity 1

Read the guidelines on the working environment of designers then decide if the following statements are true or false. Shade the box with the correct answer.

	Statement	Answer	
1.	A designer can work productively in a cold room below 16°C however should avoid working in rooms above 26°C.	T	F
2.	Humidity is an element that affects all employees and cannot be controlled because it is just a weather condition.	T	F
3.	Clustering of computers together can generate unnecessary heat in an office.	T	F
4.	<i>Stuffy</i> work areas can be avoided through adequate ventilation.	T	F
5.	Non-smoking areas are increasing in the workplace because more people are smoking.	T	F
6.	Modern photocopiers emit high levels of ozone and are dangerous in most offices.	T	F
7.	High ozone levels can affect the health of workplace employees.	T	F
8.	Poor lighting is necessary in some offices to reduce the company's electricity bill.	T	F
9.	Offices can have too much ventilation that leads to an uncomfortable, draughty environment.	T	F
10.	An employee who is comfortable and healthy is likely to be more productive in the workplace.	T	F

Activity 2

Employers are required to provide adequate training for workers involved in manual handling.

All surfaces in the office should be level and clear of obstructions. This should assist in controlling the risk of trips and falls.

Activity 3

Complete the following table by identifying methods of controlling the risk of injury. The first example is given to you.

	Scenario	Risk control
1.	Cooking oil has been spilt onto the tiled floor of the office kitchen.	Clean the spillage immediately with an absorbent cloth and remove all oil.
2.	A section of carpet has ripped and lifted in a poorly lit hallway.	Tape the damaged carpet so that it is flat and inform the employer about replacing the carpet and improving the lighting.
3.	A designer stands on a swivel chair to remove a textbook from a shelf that is too high to reach when standing.	Have the shelf repositioned to a more comfortable height and/or use a stepladder to reach the shelf.
4.	A full, three-drawer filing cabinet has to be moved from one end of the room to another (about five metres away).	1. First consider if the cabinet needs to be moved. 2. Use an appropriate lifting device to assist in the move. 3. Empty the drawers and assess the load. 4. Ensure the pathway is clear. 5. Use the correct lifting technique to lift and move the filing cabinet.
5.	An office assistant is required to collate bundles of paper on a desk that requires them to stoop continuously for a period of one hour.	The assistant should sit down and collate or raise the height of the table to avoid back strain. Regular rest breaks should also be included.
6.	Several electrical items in the office are plugged into one power point through the use of double adaptors.	Use an approved power board or locate another power point to avoid the use of multiple double adaptors.