

WORK REGULATIONS RELATING TO SAFETY OF THE ADMINISTRATIVE STAFF.

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INTRODUCTION:

- ❖ The office activity is carried out through the use of video terminals.
- ❖ The mental workload is such that it does not cause excessive fatigue. The information is easily perceivable and understandable and is provided in ways and frequencies that do not require excessive mental and memorization efforts.
- ❖ To avoid the risks associated with work and to manage the fire emergency, the administrative assistants must comply with what is indicated below and scrupulously apply the following provisions.

1. USE OF VIDEO TERMINALS:

The activity carried out using VDTs must be alternated with others office activities, so as to avoid working for long times at the video display. In particular, it is necessary to interrupt the activity at the display terminal every two hours and carry out work that does not involve a visual effort.

Furthermore, the staff must comply with the following provisions:

❖ Indications to avoid the onset of musculoskeletal disorders:

- Assume the correct posture in front of the video, with feet well placed on the floor and back resting on the back of the chair in the lumbar region, adjusting for the purpose the height of the chair and the inclination of the backrest;
- Position the video screen in front of you so that, even by acting on any mechanisms of adjustment, the upper edge of the screen is placed a little lower than the horizontal which passes through the operator's eyes and at a distance from the eyes of about 50/70 cm;
- Place the keyboard in front of the screen, unless the screen is used occasionally, and the mouse, or any other frequently used devices, on the same level as the keyboard and in a way that are easily accessible;
- Type and use the mouse avoiding stiffening of the fingers and wrist, taking care of keep your forearms resting on the work surface in order to relieve muscle tension of the neck and shoulders;
- Avoid, as far as possible, fixed work positions for prolonged times.

❖ Indications to avoid the onset of visual problems:

- Orient and tilt the screen to eliminate, as far as possible, reflections on its surface;
- Assume the correct posture in front of the video in such a way that the eye / screen distance is equal to about 50/70 cm;
- Periodically look away from the video to look at distant objects in order to reduce visual fatigue;
- During breaks and scheduled activity changes, it is advisable not to engage in activities that require an intense visual effort, such as, e.g., the correction of a written text;

- Take care of periodic cleaning of keyboard, mouse and screen.

❖ **Indications to avoid mental fatigue disorders:**

- Follow the instructions and training received for the use of the programs and IT procedures;
- Respect the correct distribution of breaks;
- Use software which you have had the necessary information for, that is, easy to use;
- In case of software and equipment anomalies, contact an expert colleague and / or call a technician for a solution to the problem.

Electrical risk and video terminals

To avoid the risk of accidents from direct contact with live parts, the staff must check visually the integrity of the sockets, plugs and connection conductors of the office electrical equipment.

2. USE OF THE COPIER:

- ❖ Make photocopies keeping the tailgate closed and the lid down;
- ❖ Replace the toner wearing suitable gloves and dispose of it properly;
- ❖ Ensure constant ventilation of the room.

3. FILING OF DOCUMENTS:

- ❖ Arrange the heavier materials on the lower shelves;
- ❖ Make sure that the shelves and cabinets are stable and that they do not deform under the effect of the load;
- ❖ Leave corridors of 0.90 cm in order to be able to access the different documents;
- ❖ Do not smoke;
- ❖ Always lock the archive.

In case of maternity

Administrative assistants in the event of pregnancy must immediately notify the Headmaster, so that the measures indicated in Legislative Decree 151 of 26.03.2001 (Official Gazette No. 96/2001) can be adopted.

4. FIRE PREVENTION:

The emergency plan is an operational tool about the measures to be adopted in case of evacuation, in order to allow an orderly and safe exodus of all the occupants of the school.

The emergencies that may require partial or total evacuation are generally the following:

- fires that develop inside the school building;
- fires that develop in the vicinity of the school and which they could involve the school building;
- earthquakes;
- collapses due to structural failures of the school or adjoining buildings;
- warning or suspicion of the presence of explosive devices;

- pollution due to external causes, if it is ascertained by the competent authorities the need to leave the building rather than stay inside;
- any other cause considered dangerous by the Coordinator of the operations of evacuation.

In the building, the information provided by the Legislative Decree 81/08 is displayed on the bulletin board.

In particular, it reports:

- the name of the Coordinator and of his substitute, of the fire prevention officers, of the persons in charge of first aid;
- the telephone number of the Fire Brigade Command;
- the telephone numbers corresponding to the emergency services;
- the name of the Head of the Prevention and Protection Service.

On the premises of the building, the following are posted:

- safety notices and announcements;
- the floor plan, showing the emergency routes and exits.

Periodic checks to ascertain the effectiveness and functioning of all the measures adopted for the fire prevention and fighting are carried out by school collaborators who will report any anomalies to the Coordinator of evacuation operations. The above interventions and controls are noted in a specific register.

In the event of a fire, the Secretariat staff must collaborate with the Coordinator of evacuation operations and must comply with the instructions given (for example, call external rescuers).

If the order to proceed with the exodus is given, the Secretariat staff must reach the point of collection and report their presence to the Coordinator of evacuation operations.

In the event that the escape routes are blocked by flames, the staff must remain in the office, close the door, open the windows, signal the presence and wait for help.