



STANDARD OFFICE-BASED ROLES

Safety Guide

Office Professional

4

Key Benefits

16

Control Measures

3

Checklist Items

KEY BENEFITS

Efficient Workflows

Efficient administrative workflows enable reliable delivery of services and consistent deadline achievement.

Team Coordination

Centralised coordination improves communication between departments and accelerates decision making.

Professional Development

Regular desk-based work supports continuous professional development through mentoring and digital learning.

Secure Information

Secure handling of information enables accurate records and compliance with regulations.

KEY HAZARDS & CONTROL MEASURES**Display Screen Equipment (DSE)**

- ✓ DSE assessments completed annually
- ✓ Regular screen breaks enforced
- ✓ Adjustable workstations provided
- ✓ Eye tests offered to DSE users

Psychosocial Factors & Workload

- ✓ Workload monitoring systems
- ✓ Mental health first aiders
- ✓ Employee assistance programme
- ✓ Flexible working options

Fire & Evacuation Readiness

- ✓ Fire wardens on each floor
- ✓ Clear evacuation routes posted
- ✓ Regular fire drills conducted
- ✓ Extinguishers maintained

Electrical Equipment & Cables

- ✓ PAT testing schedule in place
- ✓ Staff reporting procedures
- ✓ Cable management systems
- ✓ Regular visual inspections



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