

**Company Health & Safety  
Standard Method Statements and Bibliography**

**VII  
Office Machines**

Guidance Notes

- HSE Officewise
- HSE Working with VDU's
- HSE Understanding ergonomics at work

Forms .....

1. On the Companies Premises
  - a. Office machines and equipment will be ergonomically arranged to provide ease of access and use.
  - b. Cabling, power supplies and net work will be contained tidily and present a risk of trip or fall.
  - c. Furniture will be maintained in a safe condition.
  - d. Electrical equipment will be regularly inspected and maintained.(see office maintenance)
  - e. Office environment will be adequately lit, ventilated and heated.