

## **Plan for Health and Safety of Employees, Students and Guests**

### **Purpose:**

This plan is to ensure the health and safety of the institution's employees, students and guests.

**Objective:** To assure preventative health and safety measures are in place in case of sickness, accident, or emergency healthcare needs on campus.

### **Procedure:**

1. All employees are oriented and updated regarding policies, procedures and plans of PC AGE which include the Health and Safety Policies and Procedures relating to the health and safety of employees, students and guests. All employees are expected to follow all safety policies, and use common sense in their daily activities.
2. Orientation includes review and familiarity of policies, procedures and plans including incident investigation and reporting protocols.
3. Health and Safety Rules and Medical Procedures are contained in the Employee Handbook. There are additional guidelines for safe practices in the Annual Crime Report, which is updated and distributed to students and employees annually, and is available on the school's website. This Health & Safety plan includes a handout on Computer Ergonomics.
4. Emergency Evacuation/Safety/Security Procedures are reviewed with all students during Student orientation. The Health & Safety Plan is available on the school's website under Student Resources. Every publicly accessible door has an evacuation plan posted.
5. First aid kits are available in each campus for use as needed.
6. In the event of an incident, staff will notify the School Director immediately and obtain assistance from their supervisor to assess the situation. Incident reports will be completed by the affected individual. The individual will be referred to notify their personal physician and to call 911 if necessary. The School Director is to be fully aware of the incident and notify the President. If for some reason an employee should go to the Emergency Room, the employee must notify their supervisor no later than the next business day.
7. Alarm systems are maintained and inspected for all buildings. Maintenance of all fire extinguishers and the fire alarm system/sprinklers is the responsibility of the Landlord.
8. All health/safety issues are reviewed as they arise and changes are implemented as warranted; findings/changes are reported to all staff and faculty at monthly/annual meetings.

**Person(s) Responsible:** President, School Director

### **Evaluation and Feedback:**

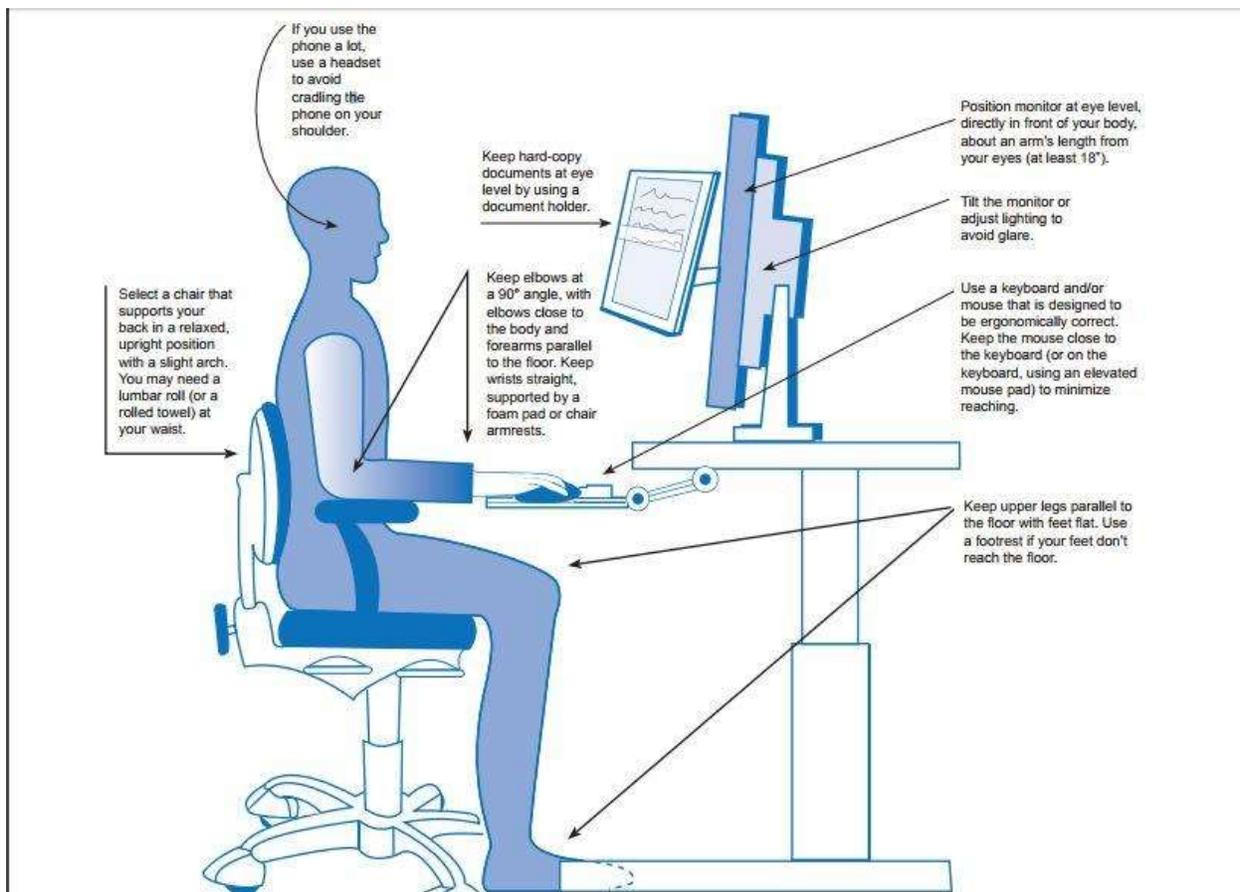
Student and staff input is considered and evaluated when annual reviews of plans, policy and procedures are undertaken by Management and Advisory Committee. Management reviews incident report situations as they happen for corrective measures, and annually reviews a summary for trends and patterns that necessitate corrective action. The President evaluates all data on an annual basis and presents findings to all student personnel and faculty staff at an annual staff meeting. Employee policies and procedures are continually updated as they are considered a work in progress. All plans are available to staff and students on the school's website.

## Computer Ergonomics - reduce strain, fatigue, and injuries

Many people spend hours a day in front of a computer without thinking about the impact on their bodies. They physically stress their bodies daily without realizing it by extending their wrists, slouching, sitting without foot support and straining to look at poorly placed monitors.

These practices can lead to cumulative trauma disorders or repetitive stress injuries, which create a lifelong impact on health. Symptoms may include pain, muscle fatigue, loss of sensation, tingling and reduced performance.

**Arrange Your Workstation:** *Every time you work*, take time to adjust workstations that aren't quite right in order to minimize awkward and frequently performed movements.



**Adapt Laptops:** Laptop computers are not ergonomically designed for prolonged use. The monitor and keyboard are so close together that they cannot both be in good positions at the same time. For prolonged use, it's best to add a separate monitor and keyboard. The laptop can be placed on books so the top of the screen is at eye level, then use an external keyboard so that your elbows can rest at 90° by your side.

## **Modify Your Body Mechanics**

Do you wear eyeglasses? Make sure they fit properly to avoid tilting your head.

Type with light strokes, and try to keep your muscles relaxed.

Sit "tall," aligning your ears, shoulders and hips. When you sit, think about making yourself an inch taller.

Switch hands when using a mouse, if you are able.

Completely rest your wrists during breaks, including taking your hands off the mouse.

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**Adjust Your Work Patterns:** Reduce prolonged computer time whenever possible.

Break work into smaller segments and switch between tasks that use different motions. For example, alternate use of mouse with reading and searching the web.

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**Move!** Movement has many benefits: it relaxes tissues, lubricates joints and prevents stiffness, improves circulation, reduces fatigue, and builds stamina. One study showed that heavy computer users who successfully avoided computer-related pain moved every 7 minutes.

At least every 10 minutes, take a short (10-20 second) break. Take your hands off the keyboard and move!

Every 30-60 minutes, take a brief (2-5 minute) break to stretch and/or walk around.

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## **Exercise at Your Computer**

### **Neck/Shoulders**

Neck Rotation: Slowly rotate your head as far as comfortable to the right, then left.

Shoulder Rotation: Circle your shoulders, then reverse directions.

Head Side to Side: Bend your neck so left ear approaches left shoulder, then repeat for right. Add a little resistance by pressing your hand against the side of your head.

Chin Tuck: Slide your chin inward, without bending your neck up or down. This is easiest to practice initially against a wall. Tuck chin in, attempting to touch back of neck to the wall while also maintaining head contact. Don't jam your chin down to your chest.

Shoulder Blade Retraction: Pull your shoulders down and back.

Shrug: Slowly raise your shoulders toward ears and hold for a few seconds. Gradually bring shoulders down and relax.

### **Back**

Shoulder Squeeze: Raise your arms in *front* of body, with elbows bent and thumbs up. Pull elbows back, squeezing shoulder blades together. Hold for a few seconds then release.

Stretch Up: Sit up straight and imagine a cable attached to the top of your head. Gradually stretch to be as tall as possible, hold for a few seconds, then relax.

### **Arms**

Arm Relaxation: Drop your arms and hands to your sides. Gently shake them for a few seconds.

Arm Rotation: Raise your arms in front of your body. Rotate arms so palms face up, then rotate so backs of hands face each other.

### **Hands/Wrists**

Wrist Flex: With your elbows on desk, gently use left hand to bend right hand back toward forearm. Hold for a few seconds, then relax. Repeat on other side.

Finger Fan: Spread your fingers as far apart as possible, hold, then clench fists, then release.

### **Feet**

Toe Curl: Flex toes up, then curl toes under. Release.

Foot Rotation: Circle foot slowly from the ankle, then reverse.

### **Eyes**

Eye Rolls: Roll your eyes clockwise then counter-clockwise briefly.

Palm Eyes: Without touching your eyes, cup hands lightly over eyes for 30 seconds to rest them from light.

Look Away: Exercise your eyes by periodically looking away from your computer to focus on distant objects.

Use the **20-20-20 rule**: Every **20** minutes, look at something **20** feet away for **20** seconds.

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**Keep fit:** Physical fitness can help you avoid and treat problems related to computer use. Build your stamina with exercises for strength, flexibility, and cardiovascular health.

## **How to Prevent Carpal Tunnel Syndrome**

Since there are many factors that contribute to carpal tunnel syndrome, there is no proven way to prevent it. If you are experiencing the early signs of carpal tunnel syndrome and want to prevent it from further occurring, give these a try.

1. **Take Breaks:** Your hands and wrists need breaks from time to time. The break doesn't have to be long, 3 minutes would be enough. Set a reminder every 2-3 hours that will help you to remember to take a short break. During this break you want to stretch and bend your wrists and hands, both backwards and forwards. After your break, you may want to consider switching hands or even positions when performing repetitive activities.

2. **Watch Your Form:** When performing repetitive actions all day you need to be sure you're keeping an eye on the position of your hands and wrists. It is recommended when you are holding something that you reduce your force and relax your grip. An average person uses more force than what is needed to perform certain tasks. Also, make sure you spread the pressure and motion evenly through your hand and wrist. You want to try and keep your wrist straight, or very slightly bent. Some occupations that involve the repetitive wrist and hand movements associated with carpal tunnel syndrome would include: cashiers, hairdressers, sewers, workers using a keyboard continuously, and many other individuals that are flexing and bending their wrist over and over. To reduce the pain, you may need to train yourself to engage in different positions that won't stress your hand or wrist.
3. **Hand and Wrist Exercises:** Exercises may help to reduce the risk of developing carpal tunnel syndrome. Stretching and exercises help to strengthen the muscles in your wrists and hands. You do not need to do extensive exercises, but even 5 minutes per day could make a difference. Try the 3 exercises listed below. A great time to do these exercises would be before work or before you perform repetitive hand and wrist actions.
4. **Use Correct Posture:** This is very important for people who work on computers all day. If you are practicing poor posture your shoulders will tend to roll forward. Your neck and shoulder muscles become shortened with your shoulders in this position, which then causes the nerves in your neck to be compressed. This then can affect your wrists, fingers, and hands. Posture is very important to your overall health.
5. **Wear a Wrist Splint:** Wearing a wrist splint helps to keep your wrist in a neutral position while reducing the stress. A good time to wear this brace would be nighttime. When you are sleeping you cannot control the position and movement of your wrist. The carpal tunnel brace will make sure that your wrist is not bent too far forward or backward.

## Exercises

### 1. Spiders doing push-ups on a mirror

Remember that nursery rhyme from when you were a kid? Turns out it's a great stretch for your hands:

- a. Start with your hands together in prayer position.
- b. Spread fingers apart as far you can, then "steeple" the fingers by separating palms of hands, but keeping fingers together.

### 2. The shake

This is as straightforward as it sounds: shake hands like you've just washed them and are trying to air dry them.

Do this for a minute or two every hour to keep flexor muscles of your hands and its median nerve from getting cramped and tight during the day. If that sounds like a lot, you could even integrate this into your hand washing routine.

### 3. Stretch Armstrong

This last exercise is the deepest stretch of the set:

1. Place one arm straight out in front of you, elbow straight, with your wrist extended and fingers facing the floor.
2. Spread your fingers slightly and use your other hand to apply gentle pressure to the downward-facing hand, stretching your wrist and fingers as far as you're able.
3. When you reach your maximum point of flexibility, hold this position for about 20 seconds.
4. Switch hands and repeat.

Do this two to three times on each side, and try to do this stretch every hour. After a few weeks of doing this multiple times a day, you'll notice significant improvement in your wrist's flexibility.

### **Safety of electrical equipment**

A simple visual inspection is enough, eg checking for loose cables, bare wires or signs of fire damage. Computers, photocopiers, fax machines and the cables connected to them may be visually inspected every 2-4 years.

Recommended visual check to be carried out with the equipment disconnected. Look for:

- damage to the lead including fraying, cuts or heavy scuffing
- damage to the plug, eg to the cover or bent pins;
- tape applied to the lead to join leads together;
- coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug);
- damage to the outer cover of the equipment itself, including loose parts or screws;
- signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment;
- loose cables, bare wires
- cables trapped under furniture or in floor boxes. Watch for and report cable tripping hazards.