

CODE OF SAFE PRACTICES

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action, as it is necessary to obtain compliance.

To carry out this policy, employees shall:

GENERAL PRACTICES

1. Report all unsafe conditions and equipment to their supervisor or safety coordinator.
2. Report all accidents, injuries and illnesses to their supervisor or safety coordinator immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
5. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
6. In the event of fire, call for supervisor or sound alarm and evacuate.
7. Upon hearing the alarm, stop work safely, turn off machines and evacuate to the parking lot immediately. If the way is blocked evacuate to the street through the office area.
8. Only trained workers may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours.
10. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
11. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
12. Aisles must be kept clear at all times.
13. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
14. All spills shall be wiped up promptly.
15. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy. You must contact your supervisor when help is needed to move a heavy object.

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(GENERAL PRACTICES continued)

16. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
18. Do not stack material in an unstable manner.
19. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
21. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
22. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity.
24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
25. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
26. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
27. Inspect pallets and their loads for integrity and stability before loading or moving.
28. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines.
29. Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.
30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
31. Wear hearing protection in all areas identified as having high noise exposure.
32. Face Shields must be worn when grinding.
33. Do not use any faulty or worn hand tools.
34. Guard floor openings by a cover, guardrail, or equivalent.
35. Do not enter into a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.
36. Always keep flammable or toxic chemicals in closed containers when not in use.
37. Do not eat in areas where hazardous chemicals are present.

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(GENERAL PRACTICES continued)

38. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
39. Cleaning supplies should be stored away from edible items on kitchen shelves.
40. Cleaning solvents and flammable liquids should be stored in appropriate containers.
41. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.

CODE OF SAFE PRACTICES

AIR / JACKHAMMER (Electric/Air powered)

JOB SUMMARY: Use Jackhammer.

SKILLS REQUIRED: Able to follow directions. Basic knowledge of compressed air.

JOB HAZARDS: Repetitive wrist, shoulder and arm movements.
Lifting, twisting and turning motions.

SAFETY

EQUIPMENT REQUIRED:

Steel-toed boots. Goggles. Gloves. Earplugs/muffs. Hard hat may be required.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Appropriate footwear should be worn (hard-toed boots).
2. Make sure compressor is in good working order.
3. All hoses to be secured and without leaks.
4. 3 minute breaks should be taken every 15 minutes.
5. Back stretching exercise to be done every break.
6. Prior to starting work, check for underground utilities.
7. Follow all Company safety rules and policies.
8. Employees must report all unsafe conditions immediately to a Supervisor.
9. No horseplay is permitted.
10. Clean worksite conditions must be maintained at all times.
11. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
12. All equipment guards required by State and Federal Regulations must be in place.
13. Report all accidents immediately to a Supervisor.
14. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
15. Inspect equipment prior to each use.
16. Only operate equipment that you have been trained and authorized to use.
17. All electrical wiring shall be to code and maintained in safe condition.
18. Use proper lifting techniques.
19. Only qualified personnel can perform maintenance services.
20. Follow all Manufacturers safety guidelines.
21. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
22. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

TRENCHER

JOB SUMMARY: Trenches.

SKILLS REQUIRED: Ability to use proper equipment. Able to follow directions.
Good attitude. Safety conscious.

EMOTIONAL STANDARDS: Ability to handle repetitive work.

PHYSICAL STANDARDS: Strong back and arms.

JOB HAZARDS: Repetitive wrist, shoulder, arm and back movements. Twisting and turning.

SAFETY EQUIPMENT REQUIRED: Gloves. Eye/Ear protection. Respiratory protection when applicable.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Do not lean on or unload while machine is running.
2. Gas container to be stored in approved area.
3. Always trench in a direction away from people.
4. Stop trencher if articles get caught or any malfunction.
5. Warning: Keep all hands, feet, and body parts away from any moving parts.
6. Review jobsite for possible contact with utilities. If utilities are contacted, stop all operations and turn off equipment. Check with Supervisor on how to proceed.
7. Follow all Company safety rules and policies.
8. Employees must report all unsafe conditions immediately to a Supervisor.
9. No horseplay is permitted.
10. Clean worksite conditions must be maintained at all times.
11. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
12. All equipment guards required by State and Federal Regulations must be in place.
13. Report all accidents immediately to a Supervisor.
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CODE OF SAFE PRACTICES

MACHINERY/EQUIPMENT BASIC LOCKOUT PROCEDURE

1. Each employee has the responsibility for locking out and tagging every piece of equipment on which he/she is required to perform work that places the employee in a position of potential injury due to start-up or movement of the equipment or material in process.
2. Do not operate, repair, clean, or test any machinery, electrical apparatus or other equipment unless it is part of your assigned duties.
3. Your supervisor has the responsibility for making certain you are instructed in this procedure and to take appropriate action if procedure is violated. An employee who violates the lockout procedure is subject to disciplinary action up to and including termination.
4. Do not remove a WARNING tag unless you placed it, and then not until the persons protected by it are in the clear.
5. Locks or tags shall be removed only by the person who placed them.
6. Locks or tags shall never be removed until the individual in charge of the work has made certain that all workmen are in a safe position.

DEFECTIVE MACHINERY AND TOOLS:

If any tool, machine, or other piece of equipment is in an unsafe/defective condition, do not use it, but report it to your supervisor who will have it repaired or replaced.

GUARDS:

Machine guards and other safety devices are provided for your protection. They must not be removed except for making repairs, lubricating, or cleaning, and then only by authorized persons. They must be replaced before starting machinery. **ANY PERSON WHO REMOVES OR INDUCES ANOTHER EMPLOYEE TO REMOVE OR RENDER ANY MACHINE GUARD INOPERABLE MAY, UNDER LAW, BE TERMINATED, IMPRISONED AND/OR FINED.**

CODE OF SAFE PRACTICES

WELDING AND BURNING EQUIPMENT AND COMPRESSED GASES

1. No employee is permitted to operate a hand or machine torch, a lance, or electric arc welding equipment until he or she has been trained and authorized to perform each of the individual operations. Exceptions would be during training.
2. Gas, oil, and other lines or containers which contained flammable material must be thoroughly purged and tested for explosibility by approved testing equipment before any burning or welding is done on such lines or containers.
3. When burning or welding, never use any container as a workbench or support that holds or has held a flammable material.
4. Oxygen, acetylene, air, or any others gas cylinders must be placed in storage racks or securely fastened to equipment at all times. These cylinders must never be stored near stoves, radiators, or furnaces, where they could be subjected to high temperatures.
5. Gas cylinders must be stored and used in a vertical position with the valve end up. They must not lie flat.
6. All oxygen, acetylene, or any other gas cylinders must be kept free of oil and grease.
7. Always replace caps on oxygen and other compressed gas cylinders after gauges have been removed. This includes full and empty cylinders. This will protect the valve from being damaged, and may prevent a serious accident, which could occur as a result of a broken valve.
8. Oxygen and acetylene cylinders must be stored a distance of at least 20 feet from each other.
9. Flash arrestors must be used to prevent back flow on oxygen and acetylene type cylinders and/or other reactive or flammable cylinders respectively.
10. Proper ventilation must be maintained at all times.
11. Do not take welding cylinders into confined space areas.
12. Remove all flammables and combustibles from welding and burning areas when possible.
13. Perform fire watch when flammables and combustibles cannot be removed from the welding and burning areas.

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GENERAL RULES FOR CONSTRUCTION

1. All conditions from construction, alteration, demolition and/or repair including painting and decorating that no contractor or sub-contractor for any part of contract work shall require any laborer or mechanic employed in the performance of the contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his/her health or safety.
2. All equipment, materials and, job sites should be regularly inspected for safety.
3. All employees must be competently trained and/or have experience to operate equipment or machinery.
4. All employees should be aware of hazards presented by materials, equipment, and job sites.
5. Personal protective devices - all employees must wear the proper equipment for the job site and task at hand.
6. Head protection (hard hats) must be worn at all times.
7. All employees must wear hearing protection on job sites exceeding 85 DBA. (Decibel level.)
8. All employees must wear respiratory protection when dust exceeds limits specified by General Industry Safety Order.
9. All employees should be aware of occupational hazards in construction industry.
10. First Aid kits shall be provided on all job sites.
11. All job sites must supply potable drinking water and adequate washing facilities.
12. One toilet is required for every 20 employees where there is no transportation. Toilets must be cleaned and supplied with toilet paper.
13. Fire protection materials must be portable and located 75 feet from all working areas: fire extinguisher must meet specifications for job at hand.
14. Construction site must have person certified in First Aid.

CODE OF SAFE PRACTICES

PERMITS, CERTIFICATIONS AND LICENSES

DOSH PERMIT IS REQUIRED FOR:

(California Only)

1. Construction of trenches or excavation 5 feet or more in depth into which a person is required to descend.
2. Construction of buildings, structures, scaffolding or false work more than 3 stories high (36 feet).
3. Operation of tower cranes or erection, climbing and dismantling.
4. Demolition of buildings or structures or dismantling of scaffolding or false work more than 3 stories.
5. Any handling use or disruption of asbestos exceeding .05%.
6. Any use of carcinogens.
7. Check with the closest DOSH office for additional permits.

CERTIFICATION:

1. Forklift operators.
2. Cranes and derricks exceeding 3 tons rated capacity.
3. Powder activated tool - must be valid operator.
4. Check with the closest DOSH office for additional requirements.

TO CARRY ON-SITE:

1. Job-Site Safety Manual (IIPP) with Code of Safe Practices.
2. SDS-Hazard Communication Program.
3. Contingency Plan.

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CONSTRUCTION HOUSEKEEPING

1. Scrap lumber and debris must be kept reasonably cleared from work surfaces passageways and stairs. Combustible debris must be removed at regular intervals.
2. Ground areas within 6 feet of buildings must be reasonably free from irregularities.
3. Piles of debris must be stacked in a safe manner preventing falling, slipping or collapsing. Not to exceed 15 feet in height (5 feet for cement).
4. Keep flammables and chemical products stored in compliance with Local, State and Federal regulations.
5. Maintain compliance with all Storm Water regulations.
6. All nails shall be removed from debris.

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CONSTRUCTION SIGNS, SIGNALS AND BARRICADES

1. Danger signs should be used when an immediate hazard exists.
2. Caution signs should be used only to warn against potential hazards or to caution against unsafe practices.
3. Construction sites that may be hazardous to the laymen must be posted with "Authorized Personnel Only" where barricades are not feasible.
4. Signaling must be done when there is auto traffic or foot traffic that would be moving in a hazardous job site location. The flagmen must use and wear the proper equipment (orange vest) and materials (ANSI standards).
5. Barricades for protection of employees, pedestrians and vehicles must be used to obstruct passage in hazardous areas.
6. Ensure that all Warning, Caution and Danger signs are in place for compliance with Local, State and Federal regulations.

CODE OF SAFE PRACTICES

EXCAVATIONS

JOB SUMMARY: A trench.

SKILLS REQUIRED: Able to follow directions. Good attitude. Safety conscious.

PHYSICAL STANDARDS: Strong physical stature.
Ability to stand for long periods of time on hard surfaces.

JOB HAZARDS: Cave-ins.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. A DOSH permit is required for work on excavations 5 feet deep or more. Each employee shall be protected from cave-ins by an appropriate protective system. (CA only.)
2. Excavations made entirely in stable rock or excavations less than 5-feet in depth must be examined by a Competent Person.
3. Competent Persons must be on site and demonstrate:
 1. Knowledge of current safety order.
 2. Knowledge of soil analysis and classification and of hazardous atmospheres.
 3. Knowledge of design and use of protective systems.
 4. Authority to take action.
4. Competent Person must inspect all trenches daily.
5. An approved shoring system must be used in all trenches and excavations deeper than 5 feet.
6. Keep ladder within 25 feet of any person in a trench or excavation deeper than 4 feet.
7. Trench notification must be given to DOSH before digging.
8. A utility marking service must be called prior to digging.
9. Check atmospheric condition prior to entering if there is a chance of a hazard.
10. All excavations that have one-sided face must have an engineer design the shoring system.
11. All excavations or trenches deeper than 20 feet must be engineered.
12. Follow all Company safety rules and policies. No horseplay is permitted.
13. Employees must report all unsafe conditions immediately to a Supervisor.
14. Clean worksite conditions must be maintained at all times.
15. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
16. All equipment guards required by State and Federal Regulations must be in place.
17. Report all accidents immediately to a Supervisor.
18. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
19. Inspect equipment prior to each use.
20. Only operate equipment that you have been trained and authorized to use.
21. All electrical wiring shall be to code and maintained in safe condition.
22. Use proper lifting techniques.
23. Only qualified personnel can perform maintenance services.
24. Follow all Manufacturers safety guidelines.
25. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
26. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

GENERAL REQUIREMENTS FOR EXCAVATIONS

1. Employees exposed to public vehicular traffic or earth haulage equipment must wear warning vests or other suitable garments made of reflectorized or high-visibility material.
2. A competent person must inspect the excavation and the adjacent areas on a daily basis for possible cave-ins, failure of protective systems and equipment, hazardous atmospheres, or other hazardous conditions. Inspections are also required after the occurrence of any natural (such as rain) or man-made events (such as blasting) that could increase the potential for hazards.
3. A warning system should be used to alert operators of the edge of an excavation.
4. Adequate protection must be provided to protect employees from falling rock, soil, or other materials and equipment.
5. Employees should not be permitted under loads that are handled by lifting or digging equipment. Employees should not be allowed to work in the excavation above other employees unless the lower level employees are adequately protected.
6. While the excavation is open, underground installations must be protected, supported or removed as necessary to safeguard employees. Adjacent structures must be supported to prevent possible collapse.
7. Employees should not be permitted to work in excavations where water has accumulated or is accumulating unless adequate precautions have been taken. Diversion ditches, dikes, or other means must be used to prevent surface water from entering an excavation and to provide drainage to the adjacent area.
8. Before an employee enters an excavation greater than 4 feet in depth, a competent person must test the atmosphere where oxygen deficiency or a hazardous atmosphere exists or could reasonably exist. Emergency rescue equipment must be readily available and must be attended when hazardous atmospheric conditions exist or may develop.
9. Sufficient means for exiting excavations 4 feet deep or more must be provided and must be within 25 feet of lateral travel for employees.
10. Guardrails must be provided if there are walkways or bridges crossing over an excavation.
11. Notify all utilities prior to digging.
12. Obtain permits from DOSH. (California only.)
13. Notification of activity must be given to DOSH. (California only.)
14. Adequate shoring system must be employed to avoid cave-ins.

CODE OF SAFE PRACTICES

WACKER

- JOB SUMMARY:** Compresses ground dirt.
- SKILLS REQUIRED:** Able to follow directions and basic knowledge of electricity.
- EMOTIONAL STANDARDS:** Ability to interact in a multi-cultural environment.
- PHYSICAL STANDARDS:** Able to lift lights - strength is required.
- JOB HAZARDS:** Repetitive wrist, shoulder and arm movements.
Lifting, twisting and turning motions.
- SAFETY EQUIPMENT REQUIRED:** Hard-toed shoes. Gloves. Ear protection. Safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Three-minute breaks should be taken every 15 minutes.
2. Back stretching exercise to be done every break.
3. Follow all Company safety rules and policies.
4. Employees must report all unsafe conditions immediately to a Supervisor.
5. No horseplay is permitted.
6. Clean worksite conditions must be maintained at all times.
7. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
8. All equipment guards required by State and Federal Regulations must be in place.
9. Report all accidents immediately to a Supervisor.
10. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
11. Inspect equipment prior to each use.
12. Only operate equipment that you have been trained and authorized to use.
13. All electrical wiring shall be to code and maintained in safe condition.
14. Use proper lifting techniques.
15. Only qualified personnel can perform maintenance services.
16. Follow all Manufacturers safety guidelines.
17. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
18. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

EXCAVATOR

- JOB SUMMARY:** Digs trenches.
- SKILLS REQUIRED:** Able to follow directions. Good attitude. Safety conscious. Know excavation rules.
- EMOTIONAL STANDARDS:** Detail oriented.
Ability to mentally handle vibration.
- PHYSICAL STANDARDS:** Strong physical stature. Strong back.
Ability to sit for long periods of time on hard surfaces.
- JOB HAZARDS:** Cave-ins / turn over excavator.
- SAFETY EQUIPMENT REQUIRED:** Hard hat. Hard-sole shoes. Orange vest. Ear protection required above 85 dBA.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. A DOSH permit is required for work on excavations 5 feet deep or more. Each employee shall be protected from cave-ins by an appropriate protective system.
2. Excavations made entirely in stable rock or excavations less than 5 feet in depth must be examined by a Competent Person.
3. Competent Persons must be on site and demonstrate:
 1. Knowledge of current safety order.
 2. Knowledge of soil analysis and classification and hazardous atmospheres.
 3. Knowledge of design and use of protective systems.
 4. Authority to take action.
4. Know general requirements for excavation.
5. Seatbelt must be worn at all times.
6. Keep 4 feet from edge of trench unless marked.
7. Follow all Company safety rules and policies. No horseplay is permitted.
8. Employees must report all unsafe conditions and accidents immediately to a Supervisor.
9. Clean worksite conditions must be maintained at all times.
10. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
11. All equipment guards required by State and Federal Regulations must be in place.
14. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
15. Inspect equipment prior to each use.
16. Only operate equipment that you have been trained and authorized to use.
17. All electrical wiring shall be to code and maintained in safe condition.
18. Use proper lifting techniques.
19. Only qualified personnel to perform maintenance services. Follow Manufacturers safety guidelines.
21. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
22. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

GENERAL OFFICE

1. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
2. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
3. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets. Newer heaters equipped with tip-over switches should be used.
4. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
5. "Microwave in Use" signs are required to be posted near microwave ovens.
6. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
7. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
8. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers etc. Misuse can cause damage to the equipment and possible injury to the user.
9. Ensure that carpet and flooring are in good condition to avoid tripping hazards.
10. Do not overload electrical outlets.

CODE OF SAFE PRACTICES

COMPUTER WORKSTATION

1. When working at a computer workstation, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
2. Workstation should be such that it can be set up so that:
 - a. keyboard is approximately elbow height.
 - b. screen display is below eye level with primary viewing area from 0 to 60 degrees below the horizontal plane at eye level.
 - c. there is adequate space beneath desk for employees legs.
3. The front edge of the keyboard and/or the keyboard support surface where wrist or forearm contact occur, should be rounded and /or padded.
4. Shared workstations should be adjustable with adjustable keyboard heights.
5. The work surface should be sufficient to accommodate the monitor and components and other task dependent items, such as hard copy.
6. Chairs should have adjustable seat pan and back support with or without arm support. If armrests are used they should be height adjustable.
7. Easily positioned document holders should be used as well as footrests.
8. Computer users should be permitted to take at least a 3-minute break for each hour of continuous use. A "break" means time spent doing something other than work on a computer.
9. Lighting should be directed so it does not shine into operator's eyes when the operator is looking at the screen. It should be adequate to enable the operator to see the text and screen, but not bright enough to cause glare.
10. Employees must advise their supervisor if their background lighting causes glare or a reduced clarity of vision on their monitor. Screen position should be adjusted to the proper eye level.
11. The screen and document holder should be placed the same distance from the eye in order to avoid constant changes of focus. The document holder needs to stand vertically to the eyes in order to prevent excessive movement of the neck and eyes.
12. Practice good, relaxed posture, proper seating, foot support and take adequate stretch breaks.
13. Retain sensitivity of appropriate keyboard height and use proper wrist angle.
14. Employees shall follow training on preventing problems associated with computer use.