



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:30

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 30

SAFE COMPUTER OPERATION

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Purpose	To ensure safe working during operation of computers	Scope	ISG
Responsibility	Concerned HOS / Safety co-ordinator		
Performance criteria	No. of incidents/ accidents reported		
Cross reference	OHSAS : 18001 , ISO : 14001		

Procedures and Controls

S. No.	Activity	Responsibility
1.	Body Posture :	
1.1	While working on computer sit properly, so that your back remains straight.	Computer Operator
1.2	Place the monitor at the level of your eyes so that it is not strenuous for your neck.	Computer Operator
1.3	Keep the mouse and keyboard in such a position so that while working your hands may rest against some support.	Computer Operator
2.	Eyes :	
2.1	Place the monitor at the level of your eyes and adjust the brightness and contrast, so that it is comfortable for the eyes.	Computer Operator
2.2	Take small breaks and close/blink your eyes while working continuously on a computer.	Computer Operator
3.	Disposal of Waste:	
3.1	Unusable computer stationery should be disposed of in the bins kept in different places.	Computer Operator
3.2	All non-biodegradable wastes like unusable/used cartridges, CDs and floppies are to be disposed of in the Special Bin kept at EDP Centre.	Computer Operator

Site Safety department to identify all possible Hazard Areas related to computer operation, and ensure control as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.

Records:

Record Title	Record No.	Location	Responsibility	Retention Period

Verification, Corrective and Preventive Action:



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HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

Revision History

Revision Date	Revision No.	Old Text	New Text	Reason	Revised by (with sign)