

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-ESHD 5008-Sect 9, Chapt 9, R2-001**

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: Jerry Levine

Department Name: ES&H/IS

Phone Ext: 3439

Document Number: ESHD 5008, Section 9, Chapter 9 Revision No.: 2

Document Title: Office Safety

Reason for change: To remove ambiguities pointed out at the 2006 Safety Forum regarding the proper authorities for approval of portable space heaters. In addition, the statement on approval by Electrical Safety of each personal electrical appliance brought to PPPL, which is not required by regulations (or Section 2 of ESHD 5008) and is impractical and unnecessary, will be deleted.

Change description: (Summarize and attach changed pages, with changes clearly indicated) ESHD 5008, Section 9, Chapter 9, Part 9.6.1Q under "Low Hazard Activities" will be changed to read:

Q. Personal electrical appliances shall meet the following criteria as a minimum:

1. UL listed.
2. If damaged, appliances must be repaired by a qualified person (see Section 2, Electrical Safety).
3. Plugs having a loose insulating disk covering the screw terminals are not permitted.
4. Cords may not be spliced, taped, or otherwise repaired.
5. Portable space heaters must follow the requirements in Section 5, Chapter 7, Part 7.3.

1. Does this TCR significantly alter the intent or scope of the document? **YES:** _____ **NO: X**

2. Does this TCR significantly impact **ES&H**? **YES:** _____ **NO: X**

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

Jerry Levine _____
Department/Division Head Approval



9/14/06 _____
Date

J.W. Anderson _____
Head, ES&H and Infrastructure Support/designee
Release/Effective date of this TCR: **9/14/06** _____

9/14/06 _____
Date

Incorporate this TCR into next revision of this document?

Yes X **No** _____

	PRINCETON PLASMA PHYSICS LABORATORY ES&H DIRECTIVES		
	ES&HD 5008 SECTION 9, CHAPTER 9 Office Safety		
Approved:	Date: 10/4/00	Revision: 1	Page 1 of 2

9.1 INTRODUCTION

This chapter discusses potential hazards encountered in normal office environments and the precautions to be taken to avoid them. All injuries should be reported to the Occupational Medicine Office (OMO) immediately following the occurrence.

9.2 SCOPE

This chapter pertains to all workers at PPPL.

9.3 DEFINITIONS (RESERVED)

9.4 RESPONSIBILITIES

9.4.1 Department or Division Heads are responsible for ensuring line implementation of this chapter.

9.4.2 Supervisors are responsible for assuring that Section 9.6, "Practices and Procedures," is made known to and followed by all personnel under their direction.

9.4.3 Each employee working in an office is responsible to comply with Section 9.6, "Practices and Procedures."

9.5 REQUIREMENTS (RESERVED)

9.6 PRACTICES/PROCEDURES

9.6.1 General

- A. No materials (supplies, chemicals, books, paper, bottles, boxes, equipment, tools, or other items) shall be stored on top of cabinets, file banks, book cases, or other places in such a way that they may be dislodged and fall.
- B. Only one file cabinet drawer shall be opened at a time to avoid the possibility of overturning the cabinet. Wherever practical, file cabinets shall be secured to each other or to the wall.
- C. Cords shall be kept out of aisles and walkways to prevent tripping hazards.
- D. Employees shall avoid leaning back to the limit in spring-loaded swivel chairs.
- E. Furniture shall be checked for sharp edges, burrs, or damaged places that may cause cuts or snags. The Maintenance and Operations Division personnel shall be contacted to address defects.

- F. File and desk drawers, and bookcase and cabinet doors shall be closed when not in use.
- G. Staplers shall be used carefully to avoid flying staples and punctured fingers.
- H. Paper cutters shall be provided with proper guards and shall be stored with the blade down and locked.
- I. A proper step-stool or roll-away platform ladder shall be used when it is necessary to reach excessive heights. Chairs or other office furniture shall not be used in place of this equipment.
- J. Coffee pots and hot plates shall be placed where they will not be upset, dislodged, or inadvertently contacted and shall be turned off when unattended.
- K. Razor blades, knives, scalpels, scissors, pipettes, or other sharp instruments shall be stored carefully to avoid cuts. Razor blades shall be used only in proper holders.
- L. All injuries shall be reported in accordance with paragraph 9.1.
- M. Any malfunction of equipment, mechanical or electrical, shall be reported to supervisors for proper repair or replacement.
- N. The minimum width of any corridor or passageway shall be 44 inches. The minimum width of any aisle or passageway, within a private office, shall be 36 inches.
- O. Carrying objects of excessive weight shall be avoided.
- P. Materials shall not be carried in such a manner as to block the carrier's view of the walkway or possible obstructions.
- Q. Personal electrical appliances shall meet the following criteria as a minimum:
1. UL listed.
 2. If damaged, appliances must be repaired by a qualified person (see Section 2, Electrical Safety).
 3. Plugs having a loose insulating disk covering the screw terminals are not permitted.
 4. Cords may not be spliced, taped, or otherwise repaired.
 5. **Portable space heaters must follow the requirements in Section 5, Chapter 7, Part 7.3.**
- R. When selecting chemicals, the requirements of Section 8, Chapter 13 shall prevail.

9.7 REFERENCES

National Safety Council, Accident Prevention Manual for Industrial Operations, Chicago, Eighth Edition.

NFPA 101, "Life Safety Code," Quincy, MA, 1991.