

Safety and Accident Prevention Policy

"Ensuring a Safe and Hazard-Free Workplace for Every Employee"



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1. Purpose

The purpose of this policy is to establish safety and accident prevention measures to ensure a healthy and safe remote work environment for all employees working remotely online or from Satwic offices.

2. Scope

This policy applies to all employees working remotely or at office for Satwic.

3. Employee Responsibilities

- **Maintain Workspace Safety:** Ensure your workspace is free from hazards such as loose cables, clutter, and inadequate lighting. Regularly check your setup to prevent accidents.
- **Report Incidents Promptly:** All work-related incidents, injuries, or hazards encountered while working remotely must be reported to your supervisor immediately.
- **Follow Safety Protocols:** Adhere to the safety protocols outlined in our training sessions and setup guides to minimize risks and ensure a safe working environment.

4. Safe Work Environment

Workspace Setup:

- Ensure the work area is free from tripping hazards and clutter.
- Use a comfortable chair and desk to support good posture and ergonomics.
- Make sure that the workspace is well-lit.

Ergonomic Considerations:

1. Desk Setup

- **Desk Height:** Aim for a desk height that allows your forearms to rest comfortably, parallel to the floor, when typing. If your desk is too high, consider an adjustable chair with a footrest.
- **Desk Depth:** Position your monitor about an arm's length away from where you sit. This reduces eye strain and allows a comfortable viewing distance.
- **Workspace Organization:** Keep essential items like pens, notebooks, and phones within easy reach to avoid repetitive stretching or twisting.

2. Chair Positioning and Setup

- **Chair Height:** Adjust the chair height so your feet are flat on the floor, and your knees are at or slightly below hip level.
- **Lumbar Support:** Use a chair with adjustable lumbar support to keep your lower back properly aligned and supported.
- **Seat Depth:** Ensure you have about a two-inch gap between the edge of the chair and the back of your knees. This reduces pressure on the backs of your legs.
- **Armrests:** Adjust armrests so your shoulders remain relaxed. Your forearms should be able to rest comfortably at a 90-degree angle to the desk.

3. Monitor Positioning

- **Height:** Position the monitor so the top of the screen is at or just below eye level, allowing a slight downward tilt of your head.
- **Distance:** Keep the monitor about 20-30 inches (50-76 cm) away from your face. A good rule of thumb is to place it about an arm's length away.
- **Dual Monitors:** If you use two monitors, place the primary one directly in front of you and the secondary monitor slightly to the side. Position them at the same height to minimize head and neck strain.

4. Lighting

- **Natural Light:** Place your desk near a window for natural light if possible, as it reduces eye strain and boosts mood. Avoid positioning your monitor directly in front of or behind a window to prevent glare.
- **Task Lighting:** Use a desk lamp with adjustable brightness to provide focused light on documents or items you need to see clearly. A light with a flexible arm can be adjusted easily.
- **Ambient Lighting:** Aim for diffused ambient lighting that lights the room evenly. Overhead lights should be bright enough to avoid relying solely on your screen for illumination.

5. Keyboard and Mouse Setup

- **Keyboard:** Place the keyboard directly in front of you at a height that allows your wrists to be straight and your forearms parallel to the ground. Keep it close to reduce arm strain.

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- Wrist Position: Use a wrist rest or ergonomic keyboard if needed. Keep your wrists relaxed and straight; avoid bending or reaching.
- Mouse: Position the mouse close to the keyboard at the same height. Consider an ergonomic mouse that fits the natural curve of your hand to reduce wrist strain.

6. Foot Positioning

- Footrest: If your chair height prevents your feet from resting flat on the floor, use a footrest. A firm footrest helps maintain proper lower back support and blood circulation.
- Leg Room: Keep the area under your desk clear to allow free movement and adjustments in posture.

7. Additional Tips for Ergonomics

- Screen Breaks: Follow the 20-20-20 rule: every 20 minutes, take a 20-second break to look at something 20 feet away. This reduces eye strain and encourages movement.
- Posture Checks: Avoid slouching by periodically checking your posture. Sit back in the chair with your back against the backrest for proper support.
- Standing Desk Options: If possible, alternate between sitting and standing to prevent prolonged static posture. Use a sit-stand desk or a converter if available.
- Exercise and Stretching: Incorporate short stretching exercises for your neck, shoulders, wrists, and back throughout the day.

Electrical and Equipment Safety:

- Avoid overloading electrical outlets.
- Use surge protectors to safeguard equipment.
- Keep all cords and cables organized to prevent tripping hazards.

5. Cybersecurity and Data Protection

- Ensure devices used for work are secured with antivirus software and regular updates.
- Use strong passwords and two-factor authentication for accessing company systems.
- Follow all company policies related to data privacy, confidential information, and IT security.

6. Health and Wellness

- Take short breaks to prevent strain from prolonged sitting and screen use.
- Establish a routine to maintain work-life balance and prevent burnout.
- Inform your supervisor of any health-related concerns that may impact your ability to work.

7. Emergency Procedures

- Know the emergency contacts and procedures applicable to your remote work location.
- Keep necessary emergency supplies, such as a first-aid kit, accessible within the workspace.

8. Compliance

- All employees are required to follow the guidelines outlined in this policy. Failure to comply may lead to corrective action in accordance with company policies.