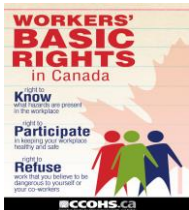


NU Monthly Safety Newsletter

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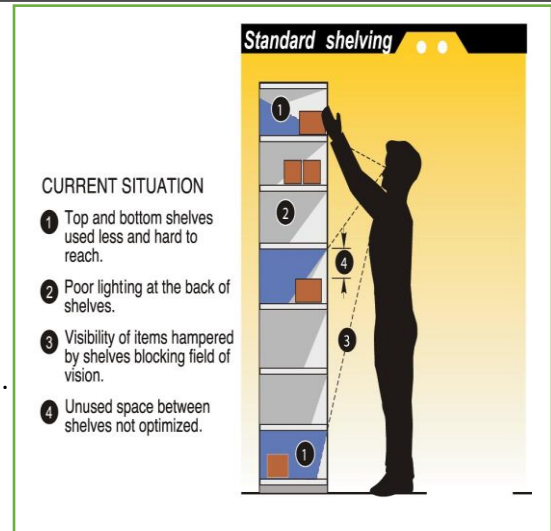
Rights of workers

1. The right to know about health and safety matters.
2. The right to participate in decisions that could affect their health and safety.
3. The right to refuse work that could affect their health and safety and that of others.



Office shelving tips:

- Avoid overloading shelves.
- Do not climb shelves to reach the top.
- Ensure heavy items are accessible.
- Use a step stool or ladder to reach higher objects.
- Get help if items are too heavy.
- Replace and avoid using any curved, bent or damaged shelves.
- Use a proper lifting technique when retrieving items from low shelves.
- Do not have items stacked up to the ceiling on the shelving unit.
- Heavier items should be stored on the lower shelves of the shelving unit.



Potential Harm:

- **Unstable shelf:** Objects may fall causing injury.
- **Reaching above the shelf:** May cause slips, trips and fall.
- **Lifting heavy object with incorrect technique:** May cause muscle strain.

WARNING

Don't Climb On Equipment Or Storage Racks

