



## **OCCUPATIONAL HEALTH & SAFETY**

### **FOR THE CONTRACTUAL BOOKKEEPER**

This has been extracted from our OHS Manual designed specifically for contract bookkeepers working in the field – membership gives you full access to the entire manual.

We hope this extract can help you prepare for working at Client's Home Offices

#### **ON-SITE PRECAUTIONS**

##### **CLIENT'S Home Office**

- When on site, the pathway from the office to front and back door is to be checked (on each visit)
- Ensure the office door does not have an external lock that can be shut from the outside.
- Ensure the windows are easily opened.
- Ensure animals are locked away, if not, ensure all valuables are placed up high on shelves
- Check Computer for any electrical breaches and that your feet are free from wires.
- Clean Phone, Mouse & Keypad with cleansing wipes
- DO NOT accept any Food or Beverages from Clients. Take your own water and food.
- Locate the Fire Extinguisher and if it is unfamiliar to you, ask if you can take a moment to read the instructions
- Locate the First Aid Box. If there is no facility available, you will need to advise the client to obtain one or bring your own.
- Appropriate Footwear MUST be worn. Flat enclosed shoes, no high heels.