

SANGAM SKM COLLEGE- NADI
YEAR 12 OFFICE TECHNOLOGY-2021
COVID-19 WORKSHEET WEEK-2

1. Define the term hazard?
2. Give one responsibility of employer in regards to OHS?
3. Give one responsibility of employee in regards to OHS?
4. Study the picture below and answer questions that follows:



- a) Identify two risks in the pictures?
- b) Identify the remedial action of the above risk?
- c) Name the hazards of the risk identified in your answer in (a)?
5. Describe the occupational overuse syndrome (OOS) and how it is caused?
6. Define mechanization?
7. Two objective of mechanization are improving quality of work and **reduction of fraud**. Explain the underline objective?
8. List one advantage and one disadvantage of mechanization?
9. Explain the **functions** of the following office equipments below:
 - a) Binding machine
 - b) Multimedia projector
10. How can **paper waste** be reduced in the office. Give two(2) ways?
11. Explain ways **to maintain** these following equipments below:
 - a) Photocopier -
 - b) Laminationg Machines -
12. Two features of computer are speed and accuracy. What does **accuracy** mean in this statement?

13. After using office equipment, it is important that you leave the area of work exactly as you found. Explain and give **two** reasons why this should be done?

ANSWERS

1. **Hazard** means the potential to cause injury or illness, while a risk means the possibility or likelihood of injury or illness arising from exposure to any hazard.
2. An **employer** must take all reasonable practical steps to protect the health and safety at work of the employer's employees.
3. It is your responsibility as an **employee** to make sure you operate equipment in a responsible and safe way.
4. a) firstly, the untidiness of the office ie books are everywhere and electric cord is just lying everywhere and also the way of sitting on the chair
b) the office to be clean and a good posture to be applied
c) physical hazard and electrical hazards.
5. Occupational overuse syndrome (OOS). OOS (or, as it used to be called, RSI) might be linked to certain types of physical discomfort or injury. This condition is caused by performing repetitive tasks that require awkward **body positions or forceful exertion without allowing the body a chance to recover**.
6. **Mechanization of office refers to use of machines and equipment in office.**
7. **Reduction of chances of fraud is the Machines like cash Register etc. put a check on frauds and misappropriation.**

8. Advantages and Disadvantages of Mechanization

There are a number of advantages and disadvantages of office mechanization.

Advantages:

- Reduction in operating costs: Office machines are labour saving devices. They save manual effort and increase productivity and thus lead to overall reduction in operating costs.
- **Higher efficiency:** The speed of work is greatly increased. This results in higher efficiency on account of saving in time. Written matter is generally neat and legible.
- Greater accuracy:** Mechanisation ensures accuracy of work, prevents clerical errors and provides for automatic checking.
- Relieves monotony:** The monotony of all routine work is reduced with the help of machines. This gives considerable satisfaction to office staff.
- Effective control:** Mechanisation enables management to exercise more effective control over office activities. For example, data can be analysed by computers promptly to check the quickly of work done.

Disadvantage

- **Heavy investment:** Many office machines like computer require huge initial investment. Generally it may not be possible to make the maximum use of a costly machine. An idle machine is as wasteful as idle labour.
- **High maintenance cost:** Machines require periodical repair, cleaning, oiling and maintenance. This involves an additional cost for the organisation. Apart from this, running cost may also be very high e.g., computers need air-conditioning and special attention. Breakdown of machine may cause considerable loss.
- **Cost of skilled operators:** special skills are required for operating machines and it is necessary to pay more for employees skilled and trained staff. Money has also to be spent on the training of office staff.

9. a) binding machine - Used to for collating documents together or secure multi-page documents together.

b) multi media projector - Used in presentations and can be used for function, classroom instruction or enjoyment of films

10. You can reduce paper waste by limiting the quantity of paper loaded into printers and copiers to the amount that will be used each day.

11. a) Photocopier - Produces multiple duplicate copies of documents, pictures, etc.

b) Laminating - Protect paper based documents that are frequently used or that need to be retained for a long time.

12. Accuracy is the condition of quality of being true, correct and exact, freedom of an error.

13. To have a neat and tidy approach, respect others and do not leaving any mess around.