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<b>Morenci Safe Production Standard</b>	<b>Standard # 2.15</b>	
	OHSAS 18001:2007	4.4.6
	Revision #	03
	Revision Date	06/24/2013
	Effective Date	5/2011
	Document Owner	Health and Safety
<b>Approvals:</b>		
<i>General Manager, Administration: 5/10/2012</i>		

### 1.0 PURPOSE:

The objective of this document is to establish minimum requirements for ergonomics and posture appropriate to the needs of workers in administrative offices.

### 2.0 SCOPE:

This standard of knowledge and compliance will be mandatory for all employees in the administrative areas within the scope of Freeport-McMoRan Morenci Operations (FMMO).

### 3.0 TERMS, DEFINITIONS AND ABBREVIATIONS

FMMO : Freeport-McMoRan Morenci Operations  
H&S : Health & Safety

### 4.0 RESPONSIBILITIES:

**Health and Safety Staff:** Establish, implement and enforce this standard.  
Monitor training programs to ensure that supervisors are aware of the standard.

**Superintendent and / or Designee:**  
Ensure that all staff have access to information needed to perform their activities involved.  
Provide feedback.

**Supervisors:**  
It is the responsibility of the Supervisors to enforce and verify compliance with section 5 of this standard.

**Employees:**  
Comply with this standard.

### 5.0 STANDARDS OF PERFORMANCE

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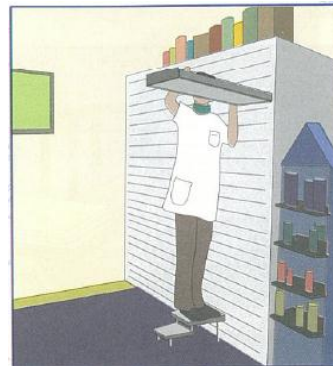
### 5.1 OFFICE ERGONOMICS

- Organize your work surface so you can have a comfortable position to do computer and other work
- Place the tools you use most often within easy reach.
- Adjust your work surface to a level not too high or too low



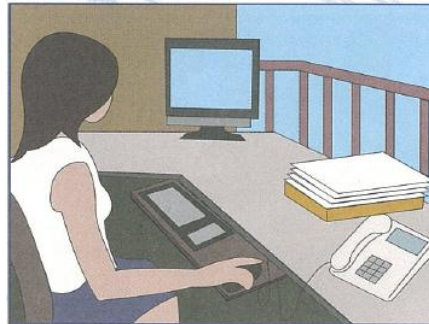
- Most reading and writing must be done about 5 inches above the elbow level when in a sitting position. Feet should be flat on the floor or footrest, knees slightly above hip level.
- Use work surfaces that minimize reflections. If possible do not put glass on the work surface where it can increase the brightness by reflecting light and windows thus causing eye strain.
- Do not place boxes, stationery or other items under desks as this limits the approach to the work surface and increases fatigue.
- Do not place materials or items on top of cabinets or furniture at a height above the shoulder, especially if no aids are available (such as ladders and platforms).

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## 5.2 MONITOR

- Place the monitor in front of the keyboard. Avoid straining your neck.
- Find the ideal balance level with respect to ambient lighting and the monitor. Move the screen up and down to avoid glare from lights and windows.
- Adjust the brightness and contrast according to your needs (location, visual problems, etc). Adjust the screen colors so that the characters are legible and change the font size and type if necessary.
- Remove unnecessary items from in front of the monitor



- The top of the screen should be at eye level, not higher or lower in order to avoid poor neck posture which increases fatigue.
- Avoid placing monitors on high surfaces. If the surface is low you can use an attachment that raises the monitor.

## 5.3 KEYBOARD AND MOUSE

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### 5.3.1 Keyboard

- Keep your hands in a relaxed, natural position while using the keyboard. Avoid bending your wrists every time you press the keys.



- Press the keys with only the effort you need.
- Place the monitor and keyboard in front of you, ensuring that it is level with the elbow while maintaining a proper sitting posture.
- Avoid wrist supports while typing as this compression increases the chance of disease. Keep your arms close to your body to reduce tension in the arms and back.

### 5.3.2 Mouse

- Position the mouse at the same level as the keyboard
- Hold the mouse with your hand relaxed, allowing an easy position to the natural shape of the hand. Do not squeeze the mouse.

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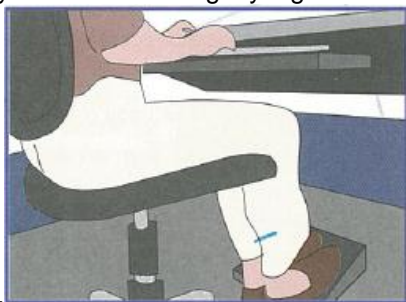
- Keep your fingers relaxed. Keep loose the pointer (left or right button mouse) while not taking into use.
- Mobilize by placing the wrist slightly above the level of the back of the mouse.
- Use a suitable surface (mouse pad) to allow easy movement.

## 5.4 POSTURE

- Sit properly in the chair, keeping your back straight. Keep your feet on a surface (foot rest) that allows the knees to be slightly raised above the hips.
- Keep your elbows close to your body when typing
- Keep your neck straight and without tension
- Keep the top of the computer screen at eye level.
- Alternate positions frequently (sitting, standing).

### 5.4.1 Chair

- Use a height adjustable chair at the recommended height. Remember that good posture requires that your knees are slightly higher than your hips and your elbows bent at approximately right angles.

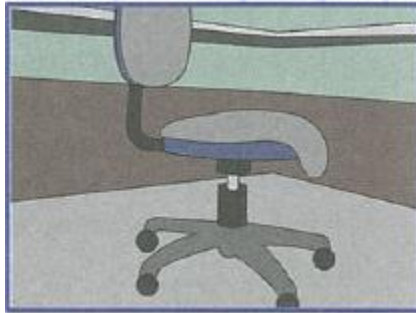


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- Adjust the seat depth so that your legs in the back are not pressed against the seat edge. This edge should be tilted slightly downward.



- Ask for preventive and corrective maintenance of your chair, in order to avoid awkward postures and difficulties in using it.

## **5.5 CARGO HANDLING AND LIFTING OBJECTS**

- Use proper position when lifting is required. Placing the object you want to lift in front of you with your feet slightly apart with one in front of the other. Tilt your head slightly, bending your knees and keeping your back straight. Firmly grasp the object using both hands, then move it closer to your body and perform the lift with using the strength in your legs.
- Ask for help with lifting heavy objects
- Do not lift from the floor while seated. Get up and use the correct posture and safe as previously described.
- Navigate with caution when moving heavy objects, observe the condition of the floors (slippery, uneven, with holes) and if there is any danger, talk to your supervision or the Health and Safety Management

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## 5.6 ENVIRONMENT

### 5.6.1 Lighting

- Make full use of natural light if possible through windows which must remain clean and free of obstructions. Adjust the blinds or curtains as necessary when light increases
- Place decorations, furniture and other office items according to the distribution of lights and the entry of natural light sources to avoid reflections on screens and work surfaces.
- Use light colors for walls and ceilings where more lights are required, they allow a better illuminated environment without increasing the number of lamps. Before deciding the color of the work environment, take into account the type of work, whether or not it is a monotonous job and the areas that need to be colored. If the task requires concentration must choose colored or neutral, if the work is monotonous colors are chosen stimulants. Strong colors should be reserved for areas where people stay a short time in order to prevent eyestrain.
- Use light colors for walls and ceilings where more lights are required. Light colors allow a better illuminated work environment without increasing the number of lamps. Before deciding the color of the work environment consider the type of work. If the job requires concentration, walls should be colored or neutral. If the job is monotonous, stimulant colors should be chosen. In order to prevent eye strain, strong colors should be reserved for areas where people stay only a short time.
- Do not use materials or paint finishes that cause reflections or glare (bright white walls, metal, plastic or glass) to prevent discomfort and glare.

### 5.6.2 Ventilation

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- Use, where possible, natural ventilation. When required to improve the indoor thermal environment, use a system such as fans or air conditioners.
- Apply preventive maintenance and / or corrective to the ventilation system used to ensure good air quality in the workplace.

## **5.7 GENERAL SAFETY**

### **5.7.1 General**

- Comply with safety standards
- Refrain from placing objects in places where they might fall such as racks or edge desktops
- Let someone know when you will be working after normal hours.
- Post the emergency phone number (6600)

### **5.7.2 Personal Protective Equipment**

- Always have the personal protective equipment necessary to go to operational areas in accordance with the nature of your job and functions performed within the company

### **5.7.3 Work Apparel**

- Wear appropriate work clothes according to the job.
- If you were not provided work clothing, wear what is appropriate for an administrative office at a mining company.

### **5.7.4 Filing cabinets and shelves**

- Place heavier objects on lower shelves and drawers and do not overload them.



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- Check to ensure that closets, cabinets, display cabinets and shelves are properly secured (floor, wall) or stabilized and balanced.
- Avoid opening more than one drawer at a time in cases where it may create a safety hazard
- Keep file drawers, desk, table or cabinet carts in places where you will avoid bumping into them if you leave quickly



- Use mechanical aids (ladder) when required to place or remove items higher than the shoulders.

### 5.7.5 Equipment and wiring

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- Refrain from using faulty electrical equipment or improvised arrangements such as daisy-chain power strips
- Ensure that facilities and connections are in good condition, do not make temporary electrical connections.
- Ensure continuity checks have been completed



- Keep electrical connections to computers, fans, etc.. Properly channeled, protected or secured to prevent accidents and tripping over the wiring.
- Inform staff of any damage or hazardous condition that is present in machinery or equipment.
- If thunderstorms do not use the telephone and disconnect electrical discharges that can affect you and the equipment.
- Consider leaving electrical equipment switched off if it is located in an office that will remain closed for an extended period

### 5.7.6 Office Supplies

- Do not store sharp items in places or containers where they can cause injury
- Take care when handling metal fasteners
- If folders are used frequently, protect the area with tape or cardboard.
- Use caution when handling reams of paper, because the leaf edges are sharp and can cut.
- Keep paperwork organized, to minimize the occurrence paper of cuts.
- Use the staple remover to remove staples, do not use fingernails.
- Store scissors in a way that prevents injury.

## 5.8 SECURITY CONSIDERATIONS

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- When leaving your office or work site check that doors and windows are tightly closed and locked. If for any reason locks are not present or are not working properly, call Security immediately.
- Do not leave personal items of value in visible/accessible areas.
- Post the phone number of the Security Dispatch Center (7931) to immediately report any substandard condition.
- If any substandard activity occurs, never take actions into your own hands. Always notify and allow skilled staff to respond. Immediately report any suspicious activity.
- Do not allow unauthorized personnel to enter office buildings
  - Employee Identification Badges should be visible at all times
  - Visitors should be escorted
  - Visitor Sign-in sheets should be maintained

**5.9 WELLNESS**

- Smoke only in designated smoking areas. Do not smoke in offices and other areas where the company regulations and Arizona State Law prohibits.
- If you listen to music, do so at a low volume to avoid disrupting co-workers and minimize environmental aspects of noise and fatigue.
- Take short breaks every two hours to relax muscles and avoid stress.
- Alternate the type of activities during the day to avoid monotony and fatigue.
- Talk quietly so as not to disturb the workplace.

**6.0 REFERENCE DOCUMENTS**

- 6.1 Arizona State Law – Smoking

**7.0 RECORDS**

Name of the Document	Responsible for Control	Records Retention
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Original Document of this Standard	Health and Safety	Permanent
Visitor Sign-in Sheets	Division / Area	10 Years

**8.0 APPENDICES**

None

**9.0 REVIEW AND CHANGE**

**All changes, modifications and/or revisions must be documented on the table below:**

<b>Description of Changes to this Document</b>
<i>Formatted document and removed reference to MoveSmart – sa 01/16/2012</i>
<i>Section 5.7.3 - Removed "The use of sandals is not allowed". (ref – SSC Minutes 4/27/2012) – S.Elias 5/3/2012</i>
<i>Updated records table – S. Elias 06/24/2013 Rev. 03</i>