

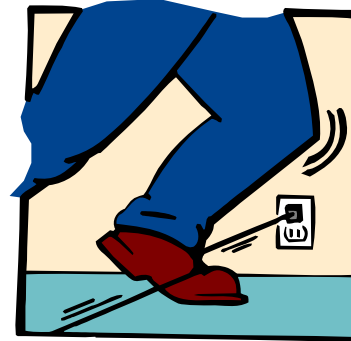
Knowledge is Empowerment

- Office Safety -

If proper precautions are not taken, the office could be just as dangerous as the field. Office incidents are generally different from incidents in the field, but the outcome could be as serious. Incidents that occur in the office are categorized as follows--slips, trips, and falls; improperly used or faulty equipment; collisions or obstructions; falling objects; fire and electricity; and incidents that do not fit into other categories. Below are a few tips for eliminating each category of incidents.

Slips, Trips and Falls

- Floors should be clean, well lit, dry, and free of debris.
- Spills should be cleaned up immediately.
- When bad weather occurs, slip-restraint mats should be placed at building entrances.
- Proper warning signs should be placed near wet areas.
- Stairways should have anti-slip treads and handrails. Personnel should be encouraged to always use handrails.



Office Equipment

- Become familiar with the proper use of office machinery. .
- Electrical equipment like copiers, printers, pencil sharpeners, and coffee makers should be in good repair and grounded where required.
- Letter openers and scissors should be sheathed or put away when not in use.
- Use safety cutters or appropriate safety cutting devices to open packages.
- Use caution when using a paper cutter. After use, store the paper cutter with the blade down and in the locked position.

Fire and Electricity

- Avoid storing large amounts of paperwork and boxes in one location as this may create a fire hazard.
- Office equipment and all other electrical connections should be checked periodically for frayed or damaged cords.

Collisions or Obstructions

- Walk on the right side of walkways and slow down at intersections to avoid collisions with others.
- If you are carrying materials or paperwork, make sure you can see over the load.
- Do not walk backwards or without looking for obstacles in your path.
- Approach doorways with caution, especially doors without windows.

Falling Objects

- Movable objects such as flowerpots and boxes should not be placed on windowsills or ledges where they are subject to fall.
- Never store heavy materials, like card files, on top of file cabinets.
- Make sure items in a file cabinet are proportionally distributed. Cabinets that have more weight in the top drawers may tip over when the drawer is opened. Load the bottom file drawers first.



Other Accidents and Injuries

- Do not tilt back on chairs.
- Do not use chairs as ladders
- Limit material handling to moderate weight and hold load close to the body.

Source(s):

General Office Safety (ESH171 – Bechtel University)

<http://www.labtrain.noaa.gov/osh600/mod27/2701----.htm>