

OFFICE SAFETY HANDOUT

OFFICE SAFETY PRACTICES

An Office has its share of hazards, but many of these hazards can be eliminated by following these good office safety practices:

- Office Traffic:
 - Wet floors may be slippery; walk on them with extra care.
 - Walk; never run.
 - Passageways should always be kept clear of tripping hazards.
 - Any office condition which could cause tripping or slipping should be reported immediately to the supervisor.



- Stairways:
 - Use handrails and take one step at a time, do not hurry.
 - Do not store or throw anything on steps or stairway; report all hazards immediately.
 - Do not carry items up or down stairs; use the elevator or lifting device.

- File Cabinets:



- File drawers, desk, and cabinet drawers should always be closed when not in use.
- File cabinets should be placed far enough away from doors or passageways so they do not interfere with exit routes.
- Place the heaviest loads in the lower drawers.
- Open only one file drawer at a time.
- Never attempt to move a file cabinet without removing the files first.

- Electrical Equipment:
 - Electrical equipment should be located so that cords do not cross aisles or passageways.
 - Electrical equipment should be properly grounded to prevent shock.
 - Never overload an electrical outlet.
 - Electrical equipment should be inspected periodically for damaged or worn electrical cords; worn or damaged cords should be replaced immediately.
 - Never tamper with electrical equipment.

- Machines and Equipment:
 - Machines with moving parts must have appropriate guards in place.
 - Do not operate a machine until you have been properly trained.
 - Paper cutters require common sense precautions; keep your fingers away from the knife and keep the knife in the down position when not in use.
 - When using or refilling staplers, keep your fingers from the operating part.

- Storage:

- Use a proper ladder or step stool when reaching for items overhead. Do not use a chair, desk, table etc.
- Heavy items should be stored near floor level.
- Store items in cabinets or rooms designed for this purpose and keep them orderly.
- Flammables and paints should not be stored in offices areas.



- Housekeeping:

- Good housekeeping is a vital safety and health measure.
- Pick up all items dropped and wipe up spills promptly.

- Miscellaneous Safety Practices:

- Turn on lights before entering a dark room or corridor.
- Report locations that are not properly or adequately lit.
- Do not lean back too far in an office chair.
- Do not lift heavy loads; get help or use a lifting device.
- If an object to be lifted can cause cuts or splinters, wear gloves.
- All sharp edges, splinters and burrs should be reported immediately to the supervisor.
- Horseplay can cause injury and should not be tolerated.
- Never try to beat the elevator door; elevator doors can be pinch points.
- Never block access to fire extinguishers or escape routes.

