



SAFETY BRIEF: OFFICE SAFETY

Working in the office does not mean that you are completely safe from hazards and potential injuries. The office is filled with people and people are prone to mistakes that can lead to injuries and accidents. Below are the key points in focus for this month's safety brief.

Key Points

- Slips, trips, and falls
- Housekeeping
- Ergonomic
- Electrical
- Office equipment
- Fire

Steps Towards Prevention

- *Slips, trips, and falls*
 - Keep aisles, hallways, and corridors clear of all obstructions.
 - Close file cabinet doors when unattended. Only open one drawer at a time to prevent the cabinet from falling over.
 - Keep cables and wires tucked away or taped down in walking areas.
 - Clean spills quickly and use a sign if spill is unattended.
 - Do not lean back in your chair to the point you will lose your balance. Don't use your chair to reach high objects, get a stool or ladder.
- *Housekeeping*
 - Never store items under your desk.
 - Keep top of cabinets clear of files and other objects.
 - When storing keep heavier objects lower on the shelves.
- *Ergonomic*
 - Keep the top of the monitor at eye level to prevent neck strain.
 - Have keyboard at or below resting elbow height with a neutral or negative tilt. This will promote good blood flow and minimize wrist strain.
 - Perform proper two-handed grip when lifting heavier objects. Use your legs not your back. Look to lift objects that have handles. Keep the object in front of the body and do not rotate the spine when performing a lift or carrying an object.
- *Electrical*
 - Dispose of frayed extension cords immediately.
 - Pull cords from the head, not the wire.
 - Do not overflow relocatable power taps, they are only meant for office appliances (computers, monitors, personal printers, speakers). Plug coffee makers, toasters, and other appliances into the wall outlet and remove after use.
- *Office Equipment*
 - Learn how to operate before use, you can always ask if you do not know how.
 - Be aware of loose clothing, jewelry, and long hair i.e. printers, shredders. These may get caught and cause injury.
- *Fire*
 - Review the company's emergency action plan annually.
 - Know the means of egress, see postings around the office. Keep these passages clear from obstructions to minimize the time to the exit.
 - Evacuate to rally point. The rally point is outside at the north end of the parking lot, near the dumpsters and picnic table.



Office Safety Quiz

1. When putting away files opening multiple drawers is a good idea because it will help speed the process.
 True
 False

2. A good way to prevent a neck injury in the office would be to set your computer monitor to eye level.
 True
 False

3. When unplugging an appliance, it is okay to pull the cord because it is easier than walking to the outlet.
 True
 False

4. Where is the company's rally point in the case of a fire in the office?
 - a. Behind the building
 - b. G3 side of the building
 - c. North side of the parking lot
 - d. None of the above

SCORE: PASS / FAIL

Employee Signature

Supervisor Signature

Date