



## Office & Travel Safety

### Purpose

Even though office work may not seem hazardous, injuries such as slips, trips, falls, strains, and ergonomic issues are common. In addition, many of our team members spend time traveling between job sites, client meetings, and our offices in Longmont and Austin. This talk focuses on identifying and preventing the hazards associated with both office environments and frequent travel.

### Discussion

Whether you are working from home, in one of our offices, or on the road, safety must remain a priority. The hazards you face may differ from field operations, but they can still lead to lost time or serious injuries. Good housekeeping, ergonomic setup, and travel awareness go a long way in keeping you safe and productive.

### Key Points

#### 1. Office Environment Safety

- **Slips, Trips, and Falls:**
  - Keep walkways and hallways clear of cords, boxes, and clutter.
  - Immediately clean up spills and report damaged flooring or loose mats.
  - Use a step stool instead of a chair to reach high items.
- **Electrical Safety:**
  - Avoid overloading outlets and use surge protectors for electronics.
  - Keep cords organized and away from pathways.
  - Unplug chargers or devices when not in use.
- **Ergonomics:**
  - Adjust your chair, monitor, and keyboard to maintain neutral body posture.
  - Keep your screen at eye level and your wrists straight while typing.
  - Take short stretch breaks every hour to avoid stiffness or repetitive strain.
- **Fire and Emergency Preparedness:**
  - Know the location of exits, fire extinguishers, and first aid kits.
  - Keep exit routes clear at all times.

#### 2. Working from Home

- **Workstation Setup:**
  - Use a sturdy chair and desk. Avoid working from couches or beds.
  - Ensure good lighting and keep screens free from glare.
- **Electrical and Fire Safety:**
  - Do not overload extension cords or power strips.
  - Turn off space heaters and electronics when leaving your workspace.
- **Mental Health and Fatigue:**
  - Establish a routine with regular breaks.
  - Separate your work and personal space to maintain balance.



- Stay connected and communicate regularly with your team.

### 3. Travel and Vehicle Safety

- **Driving Awareness:**
  - Always wear your seatbelt and obey traffic laws.
  - Never text or handle emails while driving.
  - Plan your route in advance and account for weather and road conditions.
- **Vehicle Condition:**
  - Perform a quick walk around before long trips to check tires, lights, and fluids.
  - Report and/or repair any vehicle maintenance concerns immediately.
- **Fatigue Management:**
  - Do not drive when tired. Take breaks every 2 to 3 hours when driving.
  - Stay hydrated and avoid heavy meals before long drives.
- **Situational Awareness:**
  - Park in well lit areas and lock vehicles when unattended.
  - Be aware of your surroundings when fueling up or stopping at rest areas or gas stations.

### 4. Office Visits and Meetings

- **Sign In and Out:** Follow visitor or badge procedures at each location.
- **Be Aware of Shared Spaces:** Clean up after yourself and return items to their place.
- **Respect Posted Safety Notices:** Follow any facility specific requirements that may still apply.

### Summary

Safety is not just for job sites. It begins at your desk, in your vehicle, and wherever work takes you. Simple habits like keeping cords out of walkways, taking stretch breaks, and staying alert while traveling can prevent injuries and save lives. Whether you are in Longmont, Austin, or your home office, stay aware, stay organized, and stay safe.

### Discussion Questions

1. What are the most common office hazards you have encountered?
2. How can we make travel between offices safer?
3. What can you do to improve your home office ergonomics?

### Stay Safe Message

Keep your workspace clean, your body aligned, and your focus sharp wherever you work today.