

# OFFICE SAFETY

Unsafe conditions and procedures must be identified before they can be corrected. Consequently, every employee shall be responsible for immediately reporting unsafe conditions. Safety is an individual commitment to incorporate safe work practices into every area of their job operations.

## General Safety Rules

- Never do anything that is unsafe in order to get the job done.
- Obey warning signs and tags. They are posted to point out hazards.
- Never remove or disable any safety device.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Horseplay, running, and fighting are prohibited while on the job.

## Office Safety:

- Keep desk and file drawers closed when not in use.
- Do not open file or desk drawers above or behind someone without warning them.
- Use only step stools and ladders (do not climb on counters or chairs).
- Push chairs up to desk or under counter when not in use.
- Do not carry loads that obstruct your view, are too heavy, or without a prepared place to set them down.
- Get help to move heavy objects.
- Approach blind areas cautiously.
- Know location of emergency exits and keep aisles to exits clear.

## Housekeeping

- Aside from the accident prevention benefits, good housekeeping contributes to efficient performance. When tools and materials are returned to the proper place after use, they are easier to find. The following suggestions are offered for good housekeeping:
- Wipe up spills and pick up all objects that should not be on floor.
- Keep work areas and storage facilities clean, neat and orderly.
- All aisles, stairways, exits and access ways should be kept clear.
- When piling materials for storage, make sure the base is level and firm.
- Lay extension cords and hoses in such a way as to minimize tripping
- All packaging material should be disposed of immediately.

According to the Bureau of Labor Statistics (BLS) about 76,000 office workers nationwide receive disabling injuries every year. Although the most frequent types of incidents are falls (either from height, tripping or slippery surfaces), many injuries also occur as the result of contact with electrical equipment.

Almost everything in an office setting today operates on electricity. Electrical equipment used in an office is potentially hazardous and can cause serious shock and burn injuries if improperly used or maintained.

If a part of the body comes in contact with the electrical circuit, a shock will occur. The electrical current will enter the body at one point and leave at another. The passage of electricity through the body can cause great pain, burns, destruction of tissue, nerves, and muscles and even death.

Here are some important tips to follow in regard to electrical safety in the office:

- Use only equipment that is properly grounded or double-insulated.
- Do not overload outlets.
- Do not plug multi-outlet bars to other multi-outlet bars.
- Only use equipment that has been approved by a national testing laboratory.
- Minimize the use of extension cords. Do not plug two extension cords together, and only use them for a temporary need.
- Do not cover power cords or extension cords with rugs or mats.
- Do not run electrical cords through pedestrian aisles.
- Unplug or disconnect machines before servicing or repairing
- Do not ignore the warning signs. If an item feels hot, makes an unusual noise (buzz or hum), smokes or sparks, take it out of service immediately and tag it "Do Not Use".
- Inspect cords and equipment regularly and report any defects immediately.
- Cover or guard any exposed electrical components or wires.
- Unplug cords from the outlet by gripping the plug. Do not pull the cord.
- Do not use electrical equipment or appliances near water or wet surfaces.
- Never use electrical equipment when hands or the equipment are wet.