



OFFICE SAFETY GUIDELINE

Office areas generally conceal a multitude of hazards and safe practices in offices should not be taken lightly. Office personnel should conduct regular inspections of their areas to evaluate and eliminate hazards. Some items to check include:

Employees know the rules for lifting.

Employees know the rules for reporting safety hazards, accidents and emergencies.

Unstable cabinets are secured to the wall.

Envelopes are moistened with devices other than with the tongue.

Razor blades are used in holders.

Razor blades, pins, thumbtacks, etc., are not stored loose in desks.

Office machines and equipment are properly guarded and grounded.

Machine operators have been adequately trained, including how to shut off machines for repair.

Damaged furniture and floor coverings are replaced or repaired.

Stairways are well lighted.

Handrails and guardrails are in place and in good condition.

Ladders, not chairs or boxes, are used for climbing.

Spills are cleaned up immediately.

Nothing is hung from electrical fixtures or safety equipment.

Doors opening into high traffic areas have vision panels.

Office equipment or storage does not reduce corridor or exit widths, or present catch or bump hazards.

Smoking is not permitted.

Trash is kept to a minimum and good housekeeping is emphasized.



ELECTRICAL CORDS

Do not overload outlets by exceeding current capacities of the circuits. Extension cords and outlet multipliers are only for short term use (~10 days maximum). Make arrangements with your maintenance department personnel to install permanent wiring within this period, especially if new equipment has been purchased or existing equipment relocated.

Do not place extension cords across walkways or under rugs where wear and tear on the insulation could expose hot wires and start a fire. To eliminate a potential trip hazard, phone lines, electric cords, and power strips should be secured under desks and along base boards.

Because of the potential for electric shock, cords should never be placed in wet areas or on floors where water may collect. Ground Fault Circuit Interrupters (GFCIs) should be used wherever shock hazards exist. Replace fraying cords, broken plugs, defective electrical equipment and appliances promptly to avoid the possibility of fire or shock. Coffee pots, hot plates, space heaters and other heating equipment are common fire hazards and should not be left unattended when in operation.