OPF – GENERAL SAFETY IN THE OFFICE

Accidents do happen in the office. Few office workers realize that they are twice as likely to be injured in a fall as a non-office worker. Nationally, only automobile accidents outnumber falls as the leading cause of all accidents. In the office slips, trips and falls are the number one cause of disabling injuries.

Thinking and working safely can prevent most accidents. You can become aware of the most common hazards in the office environment. The following are some examples of common hazards and what you can do to prevent them from becoming accidents.

1. Don't lean back in your chair. Keep all legs on the floor so that you do not end up on the floor. Take time to reach out and hold on to the chair as you sit down. Be sure that the chair is beneath you as you sit.

2. Keep the floor and walkway clear of electrical, telephone and computer cables, boxes, etc. They are tripping hazards waiting to happen.

3. Close one drawer in a filing cabinet before opening another. This prevents the file cabinet from tipping over on you.

4. Close the drawer in your desk before getting up and close file drawers before walking away from the file cabinet. This prevents the danger of people walking into an open file drawer or desk drawer.

5. Store supplies inside cabinets, not on top of them. Store heavy items in lower drawers or on low shelves.

6. Watch out for slippery surfaces. Spilled drinks or water from umbrellas are typical hazards and need to be cleaned up/or identified immediately.

7. Look where you are going. Don't block your view by carrying loads higher than eye level.

8. Don't read while walking. It doesn't save enough time to justify the risk.

9. Walk, do not run. Please slow down.

10. Don't climb on chairs, desks or boxes. Use a step ladder instead.

11. Hold onto handrails when using stairways.

12. Use elevators when carrying boxes if they are available.

13. Don't overload wall sockets and extension cords.

14. Don't touch electrical switches, sockets, plugs, etc., with wet hands.

15. Don't eat or drink at a computer station. It could result in malfunction of the computer and void the warranty.

16. Watch for unsafe conditions such as defective equipment, burned out lights, loose steps, torn carpet, etc and report them to your Supervisor immediately.