

OFFICE SAFETY

I. Thousands suffer disabling injuries each year. Administrative and management personnel lose their lives each year in job-related accidents.

II. Hazards include electrical, slip/falls, equipment/material handling, hazardous chemicals, ergonomics, and the way/location work is performed.

III. Electrical.

a. More rugged plastics eliminate stray electricity from frayed or shorted wires.

-Ensure that if attachment plug is designed for ground pin that it is attached.

b. Nearly all office machines are powered by electric.

-Keep out of pedestrian traffic areas

-Protect from damage by vacuum cleaners

-Do not run wires under rugs, through ceilings, or where heat can build

-Do not run wires through doorways or other openings in which the cord could be pinched or cut.

-Periodically check cords for frays, pulls at attachment plug, cuts, and exposed wires.

c. Receptacles.

-Not loose

-Faceplates intact

-Tension adequate to hold attachment plug

d. Circuit protection

- Surge protectors to protect equipment

- Fused for over-load protection

- Know where circuit breaker or fuse panel are located. Make sure they are labeled properly, readily accessible to employees, and no openings

IV. Slips/Falls

- Aisles and floors should be kept clean and dry

- Wipe up spills quickly; do not wait for someone else to do it

- Don't store materials in aisles/stairs; keep path clear at all times.

- Use skid-resistant mats and coatings if there is an area that is potentially a slipping hazard

- Trim frayed carpets and secure rolled edges of carpet with double-sided carpet tape. Chipped or torn tiles and linoleum should be repaired or replaced as soon as possible. Watch particularly for tears on rubber stair treads. Report them to DPW promptly for repair.

- Proper footwear for walking surface

- Don't use chairs to reach high areas; use a stool/ladder with non-slip feet

- Make sure there are no dark spots where shadows may cause someone to miss a step; ensure lighting well maintained

V. Equipment/Materials Handling.

- Prevent overexertion – break into smaller loads, get assistance, or use mechanical material handling devices

-Do not store large/heavy items above head. Do not stack too many items on top of one another unless they are stable. Recommended to use cabinets with doors or open shelving.

-Store scissors, pushpins, tacks, and other sharp office instruments in separate compartments inside desk drawer or organizer. Remember not to blindly reach for these objects.

VI. Hazardous Chemicals. Right to Know

-Chemicals used should arrive with Material Safety Data Sheet (MSDS). If not, contact environmental or safety office and we will assist you in getting a MSDS for product.

-Platen cleaners, screen cleaners, adhesives and similar products often contain chemicals that can be hazardous to your health. Know what you are using.

-If you routinely use hazardous chemicals, you need to have awareness level training (HAZCOM)

-If the MSDS requires the use of gloves, respirators, goggles, aprons, etc. – use the correct type – the MSDS will tell you which type or call us and we'll advise you.

-If the MSDS instructs you to use engineering controls such as powered ventilation, regulators, or screens – use them or don't use the chemical until controls are available or alternate procedures – such as use of PPE is advised by ISO.

-Keep spill containment kit handy if required by MSDS. This may be as simple as absorbent towels.

VII. Ergonomics

-Study of how work is performed and how the employee fits to the design of the work station.

- Proper design increases performance
- Minimizes dexterity and skill requirements
- Reduces mistakes made by personnel because there is better personnel/equipment interface
- Encourages adoption of standard designs; eliminating need for becoming familiar with job movements
- Reduces the risk to employees health and safety
- Comfortable work designs and methods increases your efficiency and effectiveness
- Concern for employees' comfort while at work increases job satisfaction, while reducing or eliminating health hazards and risk of injury