Office Safety Tips



LIFT CORRECTLY

Protect against strain or sprain injuries by lifting only loads you can comfortably manage, using your legs and arm muscles – not your back. Use a mechanical aid or get help with a heavy or awkward load. When handling a load, secure your footing, keep the load close to your body, and avoid twisting your back.

ELIMINATE COLLISIONS

Hurrying or being distracted can result in a collision or injury. Approach closed doors and blind corners slowly and cautiously. Look in the same direction you're walking or stepping and make sure loads don't block your vision.

PREVENT SLIPS, TRIPS, AND FALLS

Watch where you're walking or stepping. Make sure loads don't block your vision. Walk, don't run. Close lower drawers after use. Avoid chair accidents by not leaning back or reaching too far. Use proper climbing devices such as step stools or ladders and don't overreach. On stairs, use the handrail and take one step at a time. Your office should be a safe place to work. Office accidents and injuries can occur when you act in an unsafe manner or are exposed to an unsafe condition. Here are some tips to help you keep safe in the office.

PRACTICE GOOD HOUSEKEEPING

Take responsibility for good housekeeping. Make sure aisles and emergency exits are clear and free of clutter. Cover, tape down, or safely bundle and mark electric cords in common areas. Replace or secure loose or damaged floor covering. Clean up, block, or mark spills and slippery areas. Pick up pencils, loose paper, and paper clips. Properly store sharp or cutting objects. Keep the office adequately lit and well ventilated.

FILE AND STORE PROPERLY

Arrange files and supplies so that heavier ones are in lower drawers and lighter ones are higher up to prevent objects from falling or storage units from toppling. Prevent pinched fingers by using the handle to slowly close one file or desk drawer before opening another; too many opened drawers on a file cabinet can cause it to fall. Report or get help with drawers or doors that are stuck. Use and store cleaning or chemical products as directed.

PROTECT AGAINST CUTS AND PUNCTURES

Never blindly put you hands and fingers in or around places you cannot see. Store sharp or pointed objects in a protected area with pointed or sharp sides down and away from edges and openings. Arrange pencils and pens with their points down. Handle paper or stapled items carefully, they can cause painful injuries. Tape or repair metal burrs or wood splinters on furniture or equipment.

Safety is part of your job in the office. Be observant and be careful. If you see a hazard, eliminate it or notify someone who can correct it.