

Meeting Guidelines

GOALS:

This safety session should teach employees to recognize and avoid potential office safety hazards.

1. Offices Contain Many Potential Hazards That Can Cause Injuries

The most common include:

- Slips, trips and falls
- Falling objects
- Electrical shock or fire
- Punctures from sharp tools and material
- Back injuries from lifting

2. Practice Good Housekeeping to Prevent Slips, Trips, and Falls

Remove or immediately report unsafe conditions such as:

- Boxes, supplies, briefcases, or other items on floors or in aisles
- Spills from coffee, water, rain, etc.
- Cords from phones, lights, computers, and other equipment
- Open drawers
- Torn or loose flooring materials

3. Avoid Careless and Unsafe Acts That Could Cause Slips, Trips, and Falls

- Walk; don't run, in halls and aisles.
- Don't carry loads you can't see over.
- Use handrails going up and down stairs.
- When you sit, be sure all chair legs are on the floor.
- Don't tilt back or stretch beyond arm's length.
- Reach high places by standing on a ladder, not a desk, chair, or box.

4. Organize Work Areas to Prevent Injuries From Falling Objects

- Avoid file cabinet tip over by placing the heaviest materials in bottom drawers.
- Place computers, calculators, and other desktop equipment on rubber mats to avoid equipment "creep."
- Don't place unsecured objects, such as files, on high shelves.

5. Practice Electrical Safety to Prevent Fires and Shock

- Don't overload outlets.
- Minimize use of extension cords.

- Match plugs to outlets (e.g., three-pronged to three-pronged).
- Report- and don't use- electrical equipment with frayed or damaged cords or wires.

6. Take Precautions with Sharp Objects to Prevent Puncture Injuries

- Cover sharps like scissors and razor blades when not in use.
- Don't walk while carrying an uncovered sharp.
- Don't point sharps at another person.
- Be careful how you handle and store staples, pushpins, and thumbtacks.

7. Minimize Lifting to Avoid Back Injuries

- Get dollies and/or trained personnel to move equipment, furniture, or supplies.
- Lift only what you can manage easily; don't overestimate your strength.
- Lift correctly so your legs do the work, not your back.
 - _ Squat next to loads with knees bent
 - _ Push up slowly, with back straight, bringing the load close to your body.
 - _ Walk with small steps, making sure you can see where you're going.

8. Be Prepared to Act Quickly in an Emergency

- Know where to find and how to use fire alarms and extinguishers.
 - _ Make sure nothing blocks fire exits.
- Leave immediately via your assigned evacuation route when an alarm sounds.

Discussion Point:

Ask participants to look around your office area and identify potential hazards and explain how they would eliminate them.

Conclusion: Injuries Occur in Offices Because of Unsafe Conditions and Acts
Office safety requires staying alert for potential hazards and avoiding careless acts that can cause accidents.

Test Your Knowledge:

Have your employees take the office hazards quiz. By testing their knowledge, you can judge their ability to choose and use protective equipment and whether they need to review this important topic again soon.

Quiz

1. **Leaving materials or cords in aisles is one cause of slips, trips, and falls in an office.**
 - a. True
 - b. False
2. **If you spill coffee on the floor, you should:**
 - a. Let it evaporate
 - b. Clean it up
 - c. Forget about it
3. **Running in an office is:**
 - a. A recommended way to get exercise
 - b. A way to prove you're energetic
 - c. A cause of injuries from slips, trips, and falls
4. **To get materials from a high shelf, you should stand on:**
 - a. A ladder
 - b. A desk
 - c. A chair
5. **To prevent file cabinets from tipping over, you should:**
 - a. Let someone else handle filing
 - b. Place heavy materials in the bottom drawers
 - c. Place heavy materials on the top of the cabinet
6. **A good way to avoid electrical fires and shock in an office is to:**
 - a. Use a lot of extension cords
 - b. Avoid overloading outlets
 - c. Keep an electrician's phone number handy
7. **If your electrical equipment has a frayed cord, you should:**
 - a. Plug it into an outlet by itself
 - b. Tape it
 - c. Not use the equipment and report the problem
8. **If you have trouble lifting materials you should:**
 - a. Get a dolly and/or trained personnel
 - b. Make the effort to lift it
 - c. Push it with your foot
9. **The correct way to lift is to bend your knees and keep your back straight so your legs and not your back do most of the work.**
 - a. True
 - b. False
10. **When you hear a fire alarm, you should:**
 - a. Assume it's a drill you can ignore
 - b. Immediately leave by your assigned evacuation route
 - c. Panic

Answers to Quiz

1. a. True
2. b. Clean it up
3. c. A cause of injuries from slips, trips, and falls.
4. a. A ladder
5. b. Place heavy materials in the bottom drawers.
6. b. Avoid overloading outlets
7. c. Don't use the equipment and report the problem.
8. a. Get a dolly and/or trained personnel.
9. a. True
10. b. Immediately leave by your assigned evacuation route.

OFFICE SAFETY

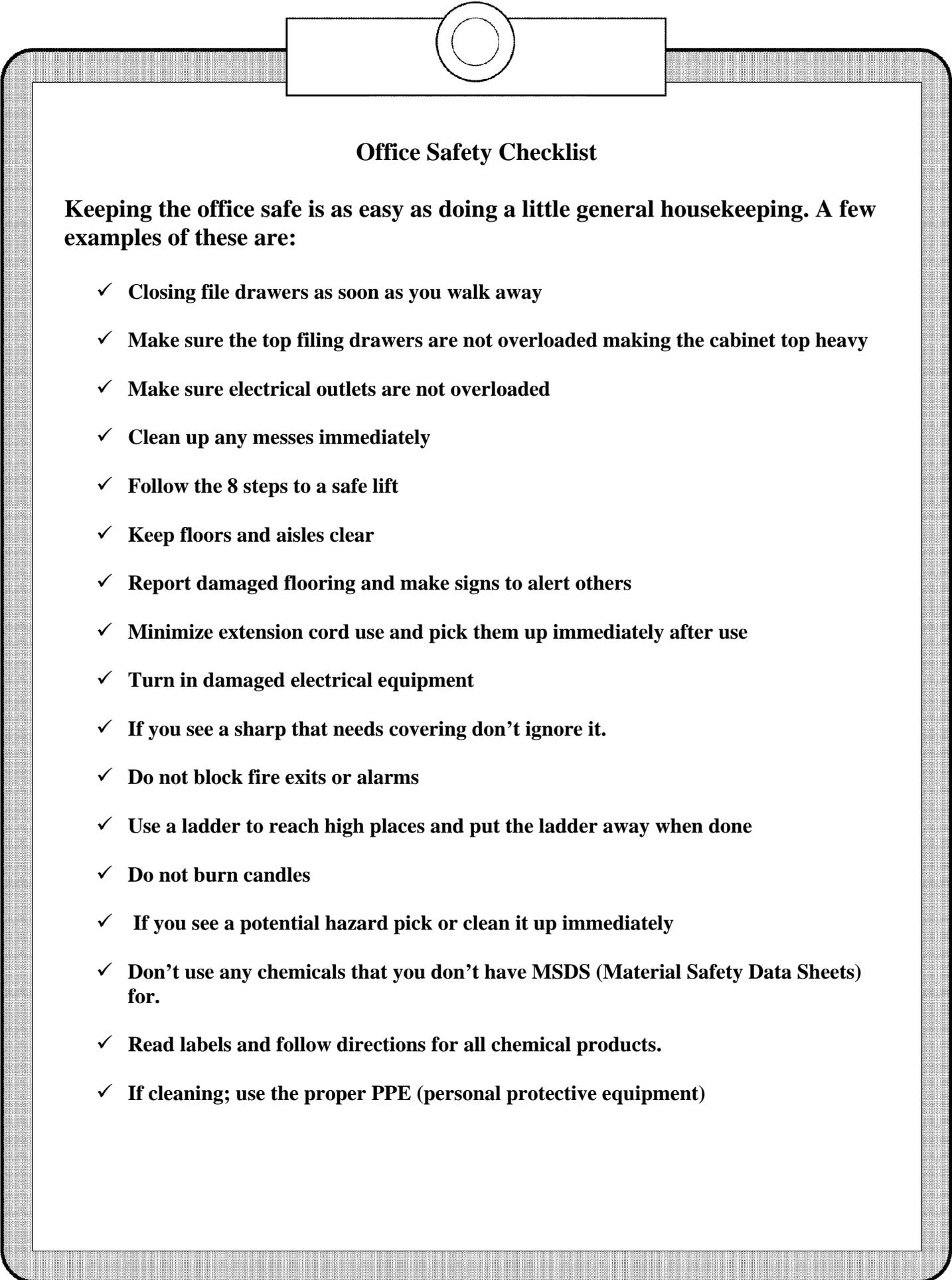


**Regularly inspect lighting
and equipment.**



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Office Safety Checklist

Keeping the office safe is as easy as doing a little general housekeeping. A few examples of these are:

- ✓ **Closing file drawers as soon as you walk away**
- ✓ **Make sure the top filing drawers are not overloaded making the cabinet top heavy**
- ✓ **Make sure electrical outlets are not overloaded**
- ✓ **Clean up any messes immediately**
- ✓ **Follow the 8 steps to a safe lift**
- ✓ **Keep floors and aisles clear**
- ✓ **Report damaged flooring and make signs to alert others**
- ✓ **Minimize extension cord use and pick them up immediately after use**
- ✓ **Turn in damaged electrical equipment**
- ✓ **If you see a sharp that needs covering don't ignore it.**
- ✓ **Do not block fire exits or alarms**
- ✓ **Use a ladder to reach high places and put the ladder away when done**
- ✓ **Do not burn candles**
- ✓ **If you see a potential hazard pick or clean it up immediately**
- ✓ **Don't use any chemicals that you don't have MSDS (Material Safety Data Sheets) for.**
- ✓ **Read labels and follow directions for all chemical products.**
- ✓ **If cleaning; use the proper PPE (personal protective equipment)**

Payroll Stuffers

Avoiding Office Dangers

- **Keep file drawers closed**
- **Avoid overloading outlets**
- **Clean up messes immediately**
- **Avoid overloading top filing drawers.**
- **Practice safe lifting techniques**
- **Lift so your legs do the work**
- **Keep floors and aisles clear**
- **Use equipment or help when lifting heavy items.**
- **Use handrails when climbing stairs.**
- **Report damaged flooring**
- **Minimize extension cord use**
- **Turn in damage electrical equipment**
- **Cover sharps when not in use**
- **Do not block fire exits or alarms**
- **Use a ladder to reach high places**
- **Keep all chair legs on the floor**
- **Carry only loads you can see over**

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