

# Office safety (1)

## Introduction:

Accidents may seem unlikely in an office environment when compared to construction jobsites or manufacturing plants, but an office has hazards too. Most office hazards are controllable and can be eliminated. Many office accidents happen when we take shortcuts, don't keep things in their proper place and don't pay attention to the task at hand.

## Hazards to watch for and procedures to follow:

### *Avoid slips, trips and falls*

- Use handrails on stairs. Never place or store items on stairs. Use caution when walking on wet floors or uneven surfaces.
- Practice "cord management." Extension cords should never be used as permanent wiring. Wires and cords should be placed away from walkways.
- Never stand on a table, desk, boxes, or a chair when reaching for items. Use a stepstool or stepladder.
- Wear appropriate footwear for the weather. Use proper travel paths such as sidewalks that are clear of snow and sanded. Don't take shortcuts.

### *Practice good office ergonomics*

- Place the heaviest items on shelves between knee and chest height. This reduces strain on the back and upper extremities when lifting.
- Use carts or get help when lifting and carrying heavy loads. Use proper lifting techniques. Keep items close to your body when lifting.

- At your computer, use wrist rests, foot stools and document holders when necessary.
- Adjust position and height of your computer monitor, chair, keyboard and mouse to avoid strain and fatigue. All desk materials should be easy to reach
- Avoid sustained postures and take frequent stretch breaks.

## *General Safety*

- Do not place file cabinets where people could walk into open drawers. Never work in a lower drawer with a top drawer open. Close drawers when unattended.
- Repair or replace file cabinets with damaged slides or tracks. Keep files loosely packed to prevent shoulder, arm and wrist injuries.
- Anchor shelving, cabinets or other top heavy equipment to the wall to prevent tipping.
- Make sure lighting is appropriate for tasks being performed.

## **In conclusion:**

Office settings are typically safe work environments. However, when we take shortcuts, allow poor house-keeping or don't pay attention to the task at hand injuries can happen.

Now let's discuss our office and hazards and corrective actions we can take.