Office safety (2)

Introduction:
Accidents may seem unlikely in an office environment when compared to construction job sites 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:

Practice good housekeeping
- Put items away after use. Remove trash, boxes and discarded papers. Do not store items in aisles, stairways or under your desk.
- Limit personal items in your workstation. Limit clutter and keep the work area organized.
- Clean up spills immediately. Place warning signs to alert others of slippery floors when mopping.

Understand fire safety and emergency plans
- Never run electrical cords under carpet, through windows or doorways or fasten them to walls or other surfaces with staples or other unapproved fasteners.
- Do not overuse extension cords or multiple power strips. Never plug a power strip into another power strip or extension cord. Do not use three-prong to two-prong adaptors.
- When not in use, turn off electrical appliances such as coffee pots, computers, photocopiers and heaters.
- Know where fire extinguishers are located and how to use them. Extinguishers should be inspected monthly to insure availability and that they will work when needed.
- Never block access to fire extinguishers and emergency exits.
- Make sure that all secondary (emergency) exits are kept clear of snow and ice and that door hardware is in working condition.
- Know of your office emergency procedures in the event of a fire, storm, workplace violence, medical problem or other emergency. Be familiar with evacuation procedures, exit routes and location of first aid supplies.

In conclusion:
Office settings are typically safe work environments. However, when we take shortcuts, allow poor housekeeping 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.