



Office Safety

An office may appear to be a safe work environment. Compared to police, fire, or public works it is, but an office has many potential hazards. Most of these hazards are controllable or can be eliminated. Many accidents that occur in an office setting happen as a result of hurrying, poor housekeeping or carelessness.

Here are ways to prevent office accidents and injuries:

Slips, Trips and Falls

- Eliminate tripping hazards. Use handrails on stairs and never place or store items on stairs. Use caution when walking on wet floors or uneven surfaces.
- Practice “wire management”. Loosely coil excess wires and cords, tie and place away from the travel path. Do not leave wires under a desk where they can become tangled in the chair or become a trip hazard.
- Never stand on a table, counter, boxes or a chair on wheels when reaching for items. Purchase a sturdy stool or a stepladder for this purpose.
- Wear footwear appropriate for the weather conditions. Use travel paths that are clear of snow and sanded.

Office Ergonomics

- Place the heaviest items stored on shelved 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 using your legs. Keep items close to your body when lifting. Avoid overextension.
- At your computer use wrist rests, footstools, document holders and similar aids 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 are liable to walk into open drawers. Never work in a lower drawer with a drawer open above. Close drawers when unattended.
- Do not overload top drawers of a file cabinet. Place heavier items in lower drawers. This, along with opening only one drawer at a time, will prevent the cabinet from tipping over.
- Repair or replace file cabinets with damaged slides or tracks. Keep files loosely packed to prevent hand and wrists injuries.
- Anchor shelving, cabinets or other potentially top heavy equipment to the wall to prevent tipping.
- Use caution when sitting in a chair with casters. It can roll out from under you, or if you lean back too far, flip over. Don't rest your feet on the desk. Replace old four-point pedestal (4 legs) chairs with five-point pedestal platforms.

Office Safety Sign In Sheet



Municipality

Name

Date
