



Office Safety - It Only Takes a Minute

Yes – even working in an office can have its own hazards. Often we think about how dangerous it is to drive a truck, sandblast a building, removing asbestos, but even people who work in offices can get hurt.

Let's review some of the situations that increase exposure to injury and what we can do about them:

- Watch where you are going. Avoid walking and reading at the same time. If it is important enough to read, then stop and read it. Trips, slips and falls can be hazardous.
- Close that file drawer. Never leave file cabinets open and unattended, even for a minute. How long does it really take to open a file cabinet? Open file cabinet drawers are a great potential for bruises and tripping hazards!
- Slow Down. Never run in the office. Nothing is so important that you must risk running into a co-worker.
- Put Your Shoes On. If your shoes are too uncomfortable to wear all day, then wear different shoes. Running around the office barefoot is a sure way to stub a toe or pick up a staple.
- Assess the load you need to carry! When you must carry files, don't carry more than you are capable of. Use a handcart or make more trips, or get some assistance.
- Avoid placing extension cords on the floor. These are tripping hazards and can also become fire hazards. Be careful how many extension cords you use too. Make sure they are rated for your intended use.
- Never, ever put your fingers in an automatic stapler or paper shredder. Always unplug it before you try to remove jammed staplers or paper. Be cautious of automatic stampers also.
- Housekeeping. Always keep aisle ways clear. Never stack boxes or supplies in aisle ways or in front of egress paths. Never arrange offices with desks in front of exits.
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- Avoid bending at the waist when accessing low files. If you must access low files, either stoop down or get on your knees.
- Avoid twisting and reaching for files or other materials in your workstation. Move your whole body to prevent back strain

