

OFFICE SAFETY

Environmental Health and Safety Center

SLIPS AND FALLS

Slips, trips, and falls are some of the worst injuries in the workplace, but they are also the easiest to correct. Take time to look around your work area and help to prevent these hazards

Here are some good Slip & Fall prevention tips:

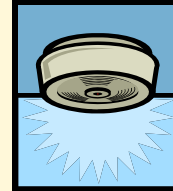


- Remove obstacles from hallways and other areas of high traffic
- Clean up all spills immediately
- Secure mats and rugs
- Close all file cabinets when not in use
- Ensure sufficient lighting
- Cover all cords that run across hallways

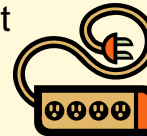


FIRE HAZARDS

Be prepared in case of an emergency. Know your routes of exit.



Use fire extension cords for temporary purposes only. Do not overload circuits or run cords under carpeting or through doorways. Do not place objects in hallways or stairwells



If you see a fire, pull the fire alarm first! You must receive training before utilizing a fire extinguisher. If a fire alarm goes off, you are required by law to exit the building, regardless if it is a false alarm.



Call Fire Protection: 515-2568

OTHER HAZARDS

Filing Cabinets drawers should always be closed after use



Chairs are designated for sitting, ladders for climbing. There should be only one person on the ladder at a time. Always inspect the ladder prior to use.



Ergonomics is the science of arranging the working environment to fit the person doing the work. Ergonomic concerns in the office relate to:

- Computer set-up
- Ergonomic stressor
- Office/desktop layout
- Repetitious or strenuous activities

