

## Administrative Area Health and Safety Information

This form is intended for self-review by employees of the administrative area workspaces, such as office areas, where they work. It is intended primarily as an awareness tool. Please review the following items in relation to the work you do and your immediate work area. You should then initiate any corrective action necessary based on your review. The Environmental Health and Safety Center (EHSC) can be contacted for additional information regarding this checklist. This form is part of the NC State safety and health assessment program. If you also work in or have supervisory authority over a space where hazardous materials or equipment are used, you may also become involved in an assessment of those areas.

1. Each new employee, whether temporary or permanent, must receive appropriate safety training at the start of employment. This includes attendance at New Employee Safety Orientation which should occur prior to the start of job duties. Also, the New/Transfer Safety Orientation Review sheet (see [Supervisors Safety Responsibility](#) section of Health and Safety home page) should be used for guidance on work area specific training. Personnel who do not work with chemicals *but* must routinely visit work areas where chemicals are in use must have Hazard Communication training. If this applies to you and you have not had this training, please check the [Training section](#) of the EH&S home page for a listing of upcoming course dates. (Course duration for Hazard Communication training is approximately one half hour).
2. All personnel should know who to contact for emergency assistance (5-3333 on the NC State campus). A telephone sticker with the 5-3333 emergency phone number (available through Public Safety) should be attached to your phone. If reporting a campus emergency, please remember to provide your name, location, and a the phone number of a safe location so that your can be contacted for clarification by response personnel. In the event of a building evacuation, caused by a situation that you have reported, please identify yourself to the responding fire chief outside of the building in the event additional information is needed.
3. Employees must report all accidents and near misses promptly to their supervisors. Emergency medical assistance can be obtained by contacting 5-3333. Work related injuries (other than those cases that required emergency transport to local hospitals through contact to Public Safety) are to be seen **only** at an [authorized Care facility](#) after supervisor notification.
4. Please report unsafe conditions to your supervisor. Employees should be aware that confidential procedures (e.g. Safety Hotline) are also available to employees for reporting unsafe conditions, if necessary.
5. Emergency evacuation routes must be kept clear of obstructions. These evacuation routes should also be posted, known to employees, and have a minimum clearance of 36 inches. Provisions need to be in place for providing evacuation assistance to handicapped employees.
6. Supervisors must be aware of their safety responsibilities. These responsibilities, along with University safety and health guidelines, are listed in the [NC State](#)

[Environmental Health and Safety Department home page.](#)

7. Fire extinguishers must be readily accessible and unobstructed. Employees should not use extinguishers unless they have been trained. Contact Fire Protection Department (5 - 2568) to request training.
8. The use of extension cords should be minimized. Multiple outlet strips with circuit breaker protection may be useful.. Do not use multiple receptacle devices which plug into wall receptacles or plug extension cords into other extension cords. Extension cords must not span floors and walkways or be placed under carpets. They may not be run through walls or doorways.
9. Electrical cords should have proper strain relief and be free of visible fraying, cracking, or splices. Ground prongs must not be (or have not been) removed from 3 wire electrical cords.
10. Cover plates must be present for all receptacles and switches
11. All persons performing electrical repairs who may be exposed to energized parts must have received appropriate electrical safety training.
12. Pinch points and sharp edges must be properly guarded. (Finger guards should be present on all paper cutters).
13. Shelves and file cabinets must have heavy objects located on lower shelves and drawers. (Knee level for heavier, routinely handled materials is ideal). Materials should not be stored on the top of cabinets which are over 6 feet high.
14. Drawers, doors, and trays of desks, hutches, cabinets, etc should be closed when not in use.
15. An ergonomic self assessment checklist is available for review in the [Office Safety](#) section of the EH&S home page and is strongly recommended for your reference. This section contains information to help you assess whether you are working in a correct body posture for the prevention of strain, fatigue, and potential injury. (You can access this section as a sidebar selection in the Health and Safety manual section of the home page).
16. Modifications to building facilities must be performed only by employees or contractors authorized through Facilities Maintenance organizations. Modifications include, but are not limited to, sanding or scraping painted surfaces, any work (including cable/wiring installation) above or below ceiling, ventilation system additions or modifications, any electrical additions or modifications, floor tile removal, or wall or ceiling penetrations (other than simple penetrations such as picture hanging).

Your **comments, questions, or suggestions regarding health or safety conditions** can be forwarded to the [EHSC](#) Your **comments, questions, or suggestions regarding physical security in your building or work area** can be forwarded to the [Director of Public Safety](#) .