

Offices have their share of safety hazards.

It is not unusual to hear of an office employee tripping over a computer cord or straining their back while moving a piece of office furniture.

This brochure will provide some insight into common office safety hazards and give some tips on removing or avoiding them.

Safe Movement

Everyone in the office needs to have unobstructed movement and a safe exit path at all times. Objects should not be stored in walkways and walkways must be kept clean and clear.

- Office furnishings should be arranged so that unobstructed, safe movement is available to everyone.
- Obstacles or cords that create tripping hazards should not be placed or left in walkways.
- File drawers should not open into walkways.
- Nothing should be stored in the stairways.

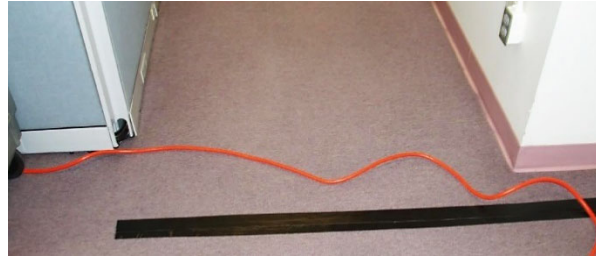
Floors

Floors should be maintained in good repair to prevent trips and falls.

- Uneven floor levels should be eliminated or marked to call attention to the tripping hazard.
- Carpets, rugs and mats must be kept free of wrinkles, holes, loose edges, and other tripping hazards.
- Floor mats, and throw rugs should be secured to the floor to prevent slipping.

Electrical Safety

- Do NOT run extension cords across walkways, under carpets or above ceilings.
- Do Not use damaged cords
- Never overload outlets or power strips
- Do NOT string multiple extension cords or power strips together.



Filing Cabinets

Filing Cabinets must be safely used and secured to prevent injuries.

- Heavy materials should not be stored or placed on top of file cabinets.
- Close drawers when done using them.
- File cabinets should be weighted at the bottom, secured to the wall, or bolted together to prevent them from tipping over when the top drawer is opened.



Chairs

Chairs should be inspected frequently to ensure they are safe. Any problems should be reported to your supervisor for correction.

- Don't use damaged or broken chairs.
- Chairs should not be used for ladders.



Ladders and Step Stools

Ladders and step stools are the only objects that should be used when employees need to reach objects out of extended arm's length.

- Make sure the ground is level before placing a ladder or step stool.
- When using ladders (not step stools) maintain three points of contact at all times (2 feet and a hand or 2 hands and a foot).

Proper Lifting and Handling of Objects

- Lift with the legs – NOT with the back.
- Do not twist the back when lifting or holding a load. Turn the body by moving the feet.
- Use a cart to transport objects.
- Do NOT attempt to lift a load beyond your capability. Get help to lift it safely.
- Before lifting objects, inspect them carefully to make sure there are no sharp items or rough edges that could puncture your hand or body.

Emergency Planning

Make sure your office has plans for emergency situations. These plans should include:

- The location of emergency equipment
 - Fire alarm
 - Fire extinguishers
 - First aid kits
 - AEDs
 - Areas of refuge where people unable to exit the building can wait for assistance
- The outside meeting location for evacuations.
- Name of Building Captain and/or Floor Captain

Always leave the building when the fire alarm goes off. Move away from the building, to evacuation point, in case of explosion. Remain outside until the police or fire department give the all clear.



For more information about emergency planning contact Campus Police at 359-7676.

For information about Building and Floor Captains contact EH&S.

Fire Extinguishers

Appropriate fire extinguishers should be readily available to the occupants of every building.

Training is required to use a fire extinguisher and all employees should be trained. Contact Environmental Health & Safety (EH&S) to schedule fire extinguisher training.



Accidents, Injuries and Illnesses

If you have an accident, injury or illness on campus make sure you fill out an incident report and send it to EH&S. If you see someone else have an accident, injury or illness on campus ask them to fill out an incident report AND fill one out also.

In order to prevent future problems on campus it's important to be able to identify when and where they are currently happening.

Environmental Health & Safety

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OFFICE SAFETY



Environmental Health & Safety

