

Company Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

#004

## OFFICE SAFETY - FALLS

Falls are the most common office accident, accounting for the greatest number of disabling injuries. The disabling injury rate of falls among office workers is 2 to 2.5 times higher than the rate for non-office employees. A fall occurs when you lose your balance and footing. One of the most common causes of office falls is tripping over an open desk or file drawer. Bending while seated in an unstable chair and tripping over electrical cords or wires are other common hazards. Office falls are frequently caused by using a chair or stack of boxes in place of a ladder and by slipping on wet floors. Loose carpeting, objects stored in halls or walkways, and inadequate lighting are other hazards that invite accidental falls. Fortunately, all of these fall hazards are preventable. The following checklist can help stop a fall before it happens.

- Be sure the pathway is clear before you walk.
- Close drawers completely after every use.
- Avoid excessive bending, twisting, and leaning backward while seated.
- Secure electrical cords and wires away from walkways.
- Always use a stepladder for overhead reaching. Chairs should never be used as ladders.
- Clean up spills immediately.
- Pick up objects co-workers may have left on the floor.
- Report loose carpeting or damaged flooring.
- Never carry anything that obscures your vision.
- Wear stable shoes with non-slip soles.

If you find yourself heading for a fall - **roll, don't reach**. By letting your body crumple and roll, you are more likely to absorb the impact and momentum of a fall without injury. Reaching an arm or leg out to break your fall may result in a broken limb.

Meeting Conducted By:

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Print Name

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Signature

Meeting Attended By:

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Document Filing Reference

Notes & Suggestions