

Company Name: _____ Dept: _____ Location: _____ Date: _____

#014

OFFICE SAFETY – UNSAFE ACTS

Unsafe acts account for over 90% of injuries in offices! To the casual observer, most office and clerical areas appear to be virtually hazard-free. However, office employees must not become complacent and lulled into a false sense of security. Many office and clerical employees suffer injuries on the job. Many of the hazards found in offices are partly concealed, and some are not easily detected.

Injuries in offices can be classified as being caused by either unsafe acts or unsafe conditions. **FALLS** and **MATERIAL HANDLING** office accidents are the most frequent causes of injuries. Prevent office injuries from unsafe acts and conditions:

- NEVER tilt back in a straight chair, or lean excessively backward in a swivel chair.
- Clean up spills on the floor when they are observed.
- Report all injuries to a supervisor & get proper medical treatment. Even paper cuts are painful, slow in healing, & can become infected.
- When walking in hallways and around blind corners, walk to the right side to prevent bumping accidents. In addition, be aware of doors opening as you walk.
- Use the handles on file and desk drawers. One of the leading causes of finger injuries is having them caught in file or desk drawers.
- Know the escape route in case of an emergency and the location of, and how to use, a fire extinguisher.
- Close drawers on desks and file cabinets that can create a serious tripping and bumping hazard
- File cabinets can easily topple over. Place the heaviest load in the lower drawers. Open only one file drawer at a time.
- A telephone or electric cord, stretched across the floor where people walk, is a tripping hazard.
- Do not lift something that you are incapable of lifting. Proper training is required to lift and move items properly.
- Unstable objects, such as a swivel chair, are not safe substitutes for a ladder. Use proper ladders when required.
- Observe good housekeeping practices in the office; it is one of the principal reasons for poor safety performance.
- Some accidents in offices are caused by running - resulting in tripping, sliding, bumping, turning an ankle, etc.
- HORSEPLAY is not permitted in the office. It has led to serious injuries.

Meeting Conducted By:

Print Name

Signature

Meeting Attended By:

Notes & Suggestions

Document Filing Reference