

Office Safety

Seldom do we ever think of the office as a hazardous workplace; yet many accidents occur in the office environment. The following safe practices may save you from many hours of pain and discomfort by avoiding these common mistakes.

FALL PREVENTION FOR OFFICE WORKERS

Falls are the most common type of office injury. Yet almost all falls can be prevented by using common safety sense and learning how to recognize and correct typical fall hazards in the office environment.

Common Fall Hazards

1. Tripping over an open desk or file drawer.
2. Bending while seated in an unstable chair
3. Tripping over electrical cords or wires are other common hazards.
4. Using makeshift "ladders" (such as a chair, or a stack of boxes).
5. Slipping on wet floors,
6. Loose carpeting,
7. Objects stored in halls or walkways.
8. Inadequate lighting.

Fortunately, all of these fall hazards are preventable. The following checklist can help you stop a fall before it happens.

Fall Prevention Checklist:

- Look before you walk - make sure your pathway is clear.
- Don't open more than one file drawer at a time, the cabinet may tip
- Close drawers after every use.
- Avoid bending, twisting, and leaning backwards while seated.
- Secure electrical cords and wires away from walkways.
- Always use an appropriate stepladder for overhead reaching.
- Clean up spills immediately.
- If you see anything on the floor - a pen, a paper clip, etc. – pick it up.
- Report loose carpeting or damaged flooring to Facilities Manager.
- Walk, don't run!

GOOD WORK PRACTICES

1. Keep work surfaces clear and clean.
2. Keep walking surfaces slip-resistant and unobstructed.
3. Don't use hallways to store supplies or equipment.
4. Clean up spills immediately.
5. Do not allow cartons and packing materials to accumulate in the work area.
6. Return equipment and supplies to storage areas when not in use.

7. Keep storage areas neat, and materials stacked in a safe manner.

For more information and/or suggestions contact the Environmental Safety
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