

Office Safety

An office setting has its share of safety hazards, but many can be eliminated.

- Keep aisles and hallways clear of clutter, debris and tripping hazards such as wastebaskets, electrical and computer cords, foot stools and open drawers.
- Place the heaviest files or loads in the lower drawers of file cabinets.
- Use caution when handling paper to avoid cuts.
- Use only properly grounded outlets and equipment. Avoid using extension cords.
- Do not operate a machine until you are properly trained. When in doubt, get help.
- Do not store flammable liquids and paint in an office area.
- Do not lift beyond your capability. Get help with heavy or awkward loads.

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