



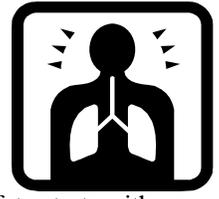
Company Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 554: Office Worker Safety

Introduction: Office worker safety involves all levels of personnel. Communication between co-workers is essential in providing a safe environment. Hazards exist that are overlooked because of the hard work being performed. Following are safety guidelines to keep you aware of existing hazards and how to prevent them:

- **Never** run. Give yourself enough time to get where you need to be. Keep to the right when walking in passageways and aisles.
- **Always** approach a solid door away from the path of the opening door.
- **Remember** to always reach for the doorknob so that if the door is suddenly opened from the other side, your hand will receive the force of the impact rather than your face. Always open the door slowly, especially when the door opens outward.
- **Make sure** there are convex mirrors in corners and other blind intersections to eliminate walking into each other.
- **Use** caution when entering and exiting elevators. Do not let the doors close on you.
- **Make sure** that you can see over and around any material or object that you are carrying.
- **Always** limit the size of the load, so one hand is free to use a handrail when carrying material up or down the stairs.
- **Make sure** you know how to properly use stepladders used to reach objects that are over your head.
- **Always** maintain good housekeeping throughout the office. Always clean up any spilled liquids or other foreign debris.
- **Remove** any tripping hazards immediately. Report any damaged carpet, loose tile, or warped wood.
- **Make sure** there are no loose extension cords on the floor.
- **Check** your electrical cords (on office machines, fans, lamps, and equipment you may be using) for defects.
- **Do not** place any furniture, equipment, or other heavy objects on any electrical cord.
- **Keep** all materials at your desk neatly stacked or piled in stable piles that will not fall over.
- **Ask** for assistance when you do not know how to properly adjust your chair. Casters on the chair should be securely fixed.
- **Close** all file drawers immediately after use. Do not let them pose a hazard. Sharp corners and pinch points will cause injuries.
- **Position** the top of your monitor screen at or below eye level and about an arm's length away. Tilt or swivel the monitor screen to eliminate reflections on the screen or use an anti-glare filter. Use proper lighting to eliminate glare.
- **Adjust** the keyboard and chair height to keep your forearms, wrists, and hands in a straight line while using the keyboard. This will eliminate the harmful effects of carpal tunnel syndrome. An ergonomic keyboard will help to alleviate problems.
- **Make sure** you know where the emergency evacuation plan and emergency numbers are located. Make sure you know where all manual fire alarms are located. Practice the emergency evacuation plan on a regular basis.
- **Ensure** that a designated employee knows how to use a fire extinguisher. The fire extinguisher's location should be on the plan.
- **Always** let your manager know when the bathroom has become unsanitary. Your hands are a common way of spreading germs.
- **Keep** your personal work area clean and free of germs, especially the telephone. Use special germ killing wipes when necessary.
- **Make sure** any chemicals you use are stored in a proper cabinet. Certain cleaners need to be used while wearing protective gloves.
- **You should** know how to use everything that is kept in your office's First Aid kit. The First Aid kit should be readily available.
- **Report** any signs of standing water, leaks, mold or mildew. Mold is a serious hazard that needs to be eliminated immediately.
- **Report** any signs of cracked or broken windows. Report any malfunctioning electrical equipment.
- **Shut off** any electrically defected equipment, lamps, or lights. Do not use the items until they are fixed.
- **Let** management know when the air you are breathing is not fresh. Ventilation and the proper temperature are essential in maintaining a healthy atmosphere for working conditions.
- **Do not** let a disagreement get out of hand. Settle the situation in a calm and intelligent manner.



Conclusion: Work areas can be neglected when work is demanding. Stay alert and vigilant while walking from one area to another. Help out whenever a situation arises when a fellow co-worker needs a hand. Office worker safety starts with you.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Employee Signatures: _____
(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.