



Tailgate/Toolbox Safety Training

Safety Services Company-Safety Meeting Division, PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Company Name: _____ Job Site Location: _____

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

Topic 181: Office Safety (Part B)

Introduction: Safety in the office environment has many aspects. Most of the office safety issues involve ergonomic and environmental situations such as ventilation, temperature and humidity, lighting, workstation design/fatigue control, noise, and general housekeeping/sanitation. These aspects, along with the other surrounding company operations, have a direct bearing on an office worker's health and safety.

Following are the other primary areas of concern not covered in Office Safety Part A:

Workstation ergonomics — help to control fatigue and musculoskeletal disorders (MSDs).

- All employees should be educated about common musculoskeletal disorders (MSDs) and their signs and symptoms.
- To reduce MSD hazards, feasible engineering, work practice, or administrative controls must be used for each problem job.
- Chairs or stools should be easily adjusted and suitable for the task; all task requirements must be accessible from comfortable positions.
- Workstations shall be designed to minimize excessive bending and twisting at the waist, reaching above the shoulder, and constant muscle strain.
- Workstations and equipment should have sufficient adjustability so that the employee is able to be in a comfortable working posture and make occasional changes in posture while performing video display terminal (VDT) tasks.
- Cushioned floor mats should be provided for workers who are required to stand for long periods.



Electrical Systems — must be properly maintained to avoid shock.

- All cord and cable connections, receptacles, and other electrical devices must be intact and secure.
- All disconnecting switches and circuit breakers must be labeled to indicate its use or equipment served.
- Circuit breakers accessible to personnel must be protected from physical damage and located away from ignitable material.



Stairs and Stairways — must be kept free of obstacles that could cause a fall.

- Standard stair rails and handrails must be present on all stairways having four or more risers.
- All stairways must be at least 22 inches wide, and stairs must have at least 7 feet of overhead clearance.
- Stairway angle must be no more than 50 degrees and no less than 30 degrees.
- Step risers on stairs must be uniform from top to bottom, with no riser spacing greater than 9.5 inches.
- Steps on stairs and stairways should be designed or provided with a surface that renders them slip resistant.
- Stairway handrails must be located between 30-42 inches above the leading edge of stair treads. Stairway handrails must have at least three inches clearance between handrails and the wall or surface to which they are mounted.
- Where stairs or stairways exit directly into any area where vehicles may be operated, adequate barriers and warnings must be provided.



Indoor air quality — an adequate clean fresh air supply must be maintained.

- The space containing the heating, ventilation, and air conditioning (HVAC) system must be clean and dry. Cleaning and maintenance supplies should not be stored in the HVAC room. Floors and equipment must be maintained free of dust and dirt.
- HVAC equipment must be kept free of leaks (oil, water, and refrigerants) or signs of other inadequate maintenance.
- Hazardous substances must be used and stored so that vapors do not escape into the air.
- All work areas must be kept free of any visible fungal growth or moldy odors (often associated with too much moisture).
- Walls, ceilings, and floors must be maintained free of signs of mold or moisture damage (e.g. below windows, exterior corners, and ceiling tiles).
- HVAC air filters must be frequently cleaned or changed according to manufacturer's specifications.



General housekeeping and sanitation — work areas must be kept free of hazards that could cause slips, trips, and falls.

- All work areas must be kept clean, sanitary, orderly, and adequately illuminated.
- Spilled materials or liquids must be immediately cleaned-up.
- Work surfaces must be kept dry or appropriate measures taken to assure surfaces are slip-resistant.
- Wet surfaces from mopping or spills must be adequately marked.
- Adequate cleaning schedules must be maintained to avoid accumulation of dust and other contaminants.
- All toilets and washing facilities must be kept clean and sanitary.



Conclusion: Every successful company has a smooth-running office. In order to create and maintain a productive office environment, all company personnel must do their part to keep it safe and healthy. Follow these guidelines for office safety.

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.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Foreman/Supervisor's Signature: _____

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.