

Office Safety

1. Report any injury, however minor, to your supervisor immediately, and keep your supervisor informed as to your condition and medical treatment (if treatment was necessary).
2. Report hazardous working conditions, defective tools or equipment, or unsafe acts promptly to your supervisor.
3. Action such as horseplay will not be tolerated and will be the cause of disciplinary action.
4. Never attempt to do any job if you are in doubt about the safety of yourself or others. Ask for help.
5. Preventive maintenance and repair of office equipment shall be conducted by trained and qualified persons.
6. Supervisors are to make sure all electrical office equipment is properly grounded.
7. No alcoholic beverages, drugs, or effects of same are allowed on the job.
8. When lifting: use legs instead of back, keep back straight, bend knees. If load is too heavy, get help.
9. Never leave unattended file cabinet drawer or desk drawer open.
10. Do not overload electrical receptacles. Electrical cords should be clipped to backs of desks or taped down. If cords must cross the floor, cover them with rubber channels designed for that purpose. Avoid use of extension cords if possible.
11. Glass doors will have conspicuous design, either decal or painted, so as to prevent people from walking into the door. Design will be approximately 4 ½ feet above the floor.
12. Wastebaskets are to be positioned where people will not trip over them.
13. Running in corridors or offices is prohibited.
14. When walking in passageways, keep to the right.
15. When carrying materials, be sure you can see over and around the materials. Do not carry stacks of materials on stairs; one hand should be free to use the handrail.
16. Do not congregate on stairs or landings, and do not stand outside doors at the head or foot of stairways.
17. Littering will not be allowed.
18. Scooting across the floor while sitting on a chair is prohibited.

19. Leaning back in the chair and placing feet on the desk is not allowed.
20. Standing on a chair to reach an overhead object is forbidden. Use a proper ladder.
21. Never open more than one file drawer at a time to prevent the cabinet from toppling over.
22. Spindle or spike files are not allowed in the office.
23. Never store pencils or pens in container with points up.
24. Never leave knives, scissors or letter opener on a desk with point toward the user. When handing knife or scissors to anyone, do so with point way from recipient.
25. Portable fire extinguishers in a fully charged operable condition should be kept in their designated places at all times when they are not in use.
26. A first aid kit stocked with basic supplies for minor emergencies should be kept in a designated place and be readily accessible to employees.
27. Ensure coffee pots and other electrical appliances are turned off and unplugged before leaving the office.