

**Loss Control Services – 5 Minute Safety Topic**

**Safety in the Office – Part One**

1. Accidents do happen in the office. Few office workers realize that they are twice as likely to be injured in a fall as a non-office worker. Nationally, only automobile accidents outnumber falls as the leading cause of all accidents. In the office **slips, trips and falls** are the number one cause of disabling injuries. Thinking and working safely can prevent most accidents. You can become aware of the most common hazards in the office environment. The following are some examples of common hazards and what you can do to prevent them from causing an accident.
2. **Chair Care:** Don't lean back in your chair. Keep all legs on the floor so that you do not end up on the floor. Take time to reach out and hold on to the chair as you sit down. Office chairs should have ergonomic adjustments – be sure to use them and experiment to find what will work best for you to achieve a good working posture. Be sure that the chair is beneath you as you sit. **Chairs are not ladders! > Use a proper ladder or step stool.**
3. **Walkways:** Keep the floor and walkway clear of electrical, telephone and computer cables, boxes, etc. They are tripping hazards waiting to happen.
4. **Toppling File Cabinets:** Close one drawer in a filing cabinet before opening another. This prevents the file cabinet from tipping over on you.
5. **Watch Those Drawers:** Close the drawer in your desk before getting up and close file drawers before walking away from the file cabinet. This prevents the danger of people walking into an open file drawer or desk drawer.
6. **Think Bottom Heavy:** Store supplies inside cabinets, not on top of them. Store heavy items in lower drawers or on low shelves. Units of 60 inches or taller may need earthquake restraint.
7. **Do Not Slip Up:** Watch out for slippery surfaces. Spilled drinks or water from umbrellas are typical hazards and need to be cleaned up/or reported immediately.
8. **A Good View:** Look where you are going. Don't block your view by carrying loads higher than eye level. **Be alert** – look up, down and all around to spot a safety hazard.
9. **Do Your Part:** Watch for unsafe conditions such as defective equipment, burned out lights, loose steps, torn carpet, etc. and report them to your supervisor immediately.

**\* Think About Safety \***