

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

**Safety in the Office – Part Two**

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. **Multi-Tasking:** Don't read while walking. It doesn't save enough time to justify the risk. Driving is another activity that needs full concentration.
3. **What – Me Hurry?** Walk, do not run. Please slow down. Remember, life away from work is important too! Take time for yourself, use stress reduction techniques, good diet habits, exercise and regular visits to the doctor and dentist to help manage all the things in your busy life.
4. **Body Mechanics:** Ergonomics play an important part in a safe work environment and includes using good lifting techniques, bending and reaching properly, adjusting office equipment and using accessories – staplers, document holders, task lights, etc. – to make work easier.
5. **Hang On:** Hold onto handrails when using stairways. Use elevators when carrying boxes if they are available. Stairs and carrying awkward objects is a recipe for an injury.
6. **Fire Away:** Observe all rules about fire safety including not using open flames, incense, potpourri, hotplates, space heaters and similar things that can create a fire hazard. **Do not use a fire extinguisher unless you are trained and authorized by your employer to do so!**
7. **ELO:** Don't overload wall sockets and extension cords. Use only approved cords and electrical equipment provided by the employer. Don't touch electrical switches, sockets, plugs, etc with wet hands.
8. **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 \***