

Some Do's and Don'ts of Office Safety

Guard the sharp edges of furniture to prevent personal injury. Keep desk "pull-out" writing surfaces closed when not in use.

Practice good housekeeping. Keep floors free of items that might cause tripping. Keep waste cans out of the way; do not overfill them.

Prevent slipping accidents by cleaning up spills immediately.

Report all defects immediately, such as loose tiles, broken steps, railings, and doors to the building manager/owner or maintenance personnel.

Keep razor blades, tacks, and other sharp objects in closed containers.

Use the proper tool for the job at hand (e.g., a staple remover to remove staples).

Do not overload electrical outlets. Do not plug a multiple outlet strip--an extension cord with multiple electrical receptacles--into a second multiple outlet strip.

Report immediately, any damaged electrical cords, broken switches, loose connections, or bare wires to the building manager/owner or maintenance personnel.

Unplug any office machine that smokes, sparks, or delivers an electrical shock. Have it inspected by the appropriate repair personnel.

Do not smoke in GIPSA offices; GIPSA offices are smoke-free environments.

Avoid overloading the top drawers of filing cabinets to avoid the possible tipping of the cabinet when the drawers are opened. Open one drawer of the file cabinet at a time to prevent tipping. Place file cabinets where their use will not interfere with office traffic patterns.

Close file and desk drawers when not in use to help prevent tripping accidents.

Use proper lifting techniques. Make arrangements with personnel skilled in moving to shift furniture and other heavy objects.

Do not lean too far back in chairs; this may result in over-balancing and a fall.

Use only safety step stools or ladders for climbing. Do not stand on swivel chairs or use them as step stools.

Be careful with flammable liquids. Only the quantity needed for use should be in the work place. Keep and use them in a ventilated area, away from excessive heat or ignition sources.

Secure or anchor bookcases or file cabinets taller than 64 inches. Keep bookcase doors closed when not in use.

Turn power switches off or unplug the cord when electrical equipment, such as a computer, is being cleaned or serviced.

Keep office doors free of obstructions at all times to permit egress in case of an emergency.

Keep jewelry, long hair, and clothing clear of the moving parts of all office machines.

Cover any cable or electrical cord run across the floor, so as to protect the wiring and prevent tripping.

Do not cover air vents or obstruct airflow from registers. Do not place furniture, equipment, or materials in locations that will interfere with air movement around thermostats.

Report any observed pest control problems to the building manager/owner or maintenance personnel. Never attempt to apply any pest control chemical yourself.