

# SAFETY TIP OF THE WEEK

## ZERO HARM

### Offices Hide Many Hazards

You may think of an office as a safe place to work. However, the average office harbors a surprising number of hazards which can cause serious accidents. Take a tour of your work area, do a safety audit, and keep these pointers in mind:

- Tripping hazards are common in offices. Look for loose carpeting, cords, and cables running across traffic lanes, open drawers of desks and cabinets, and boxes of files and papers.
- Keep stairways free of office clutter. A box of files or a pair of shoes left on a stairway can cause a fall. Even a pencil or a piece of paper left on the stairs can result in someone slipping and falling.
- Make sure that materials are stacked or piled safely to prevent landslides.



- Slipping hazards are also a common cause of falls. Watch out for spills of water and coffee, as well as mud or water tracked in from outdoors. Mop these up promptly, or barricade the area until it can be cleaned up.
- Watch for electrical hazards. A common one is plugging too many pieces of equipment into one electrical outlet. Do not exceed the recommended limit for an outlet or power bar.
- Moisture and electricity are a dangerous combination. Keep beverages such as coffee away from electrical equipment such as computers. A spill could result in damage to the equipment or – worse yet – electrical shock to you.
- Office furniture is the cause of many serious injuries. Furniture should be in good repair. Bolts, screws, hinges, and handles for doors and drawers should be secure. Drawers should open and close smoothly.