

## **Office Safety**

Office work is more dangerous than is commonly supposed, and many accidents occur during ordinary office routines.

- A. Every employee will be responsible to see that his or her own desk and work area is clean and orderly. Good housekeeping is the key to a safe office environment.
- B. Keep an eye open for loose or threadbare floor coverings. Report damaged carpet, loose floor tiles, etc., to your supervisor.
- C. Be extra cautious when you come up to a door which can be opened in your direction. Take it easy when pushing open such a door, and slow down when coming to a “blind” corner.
- D. Make sure walkways between furniture are clear and floors are clean and dry. Keep electrical cords out of aisles or properly covered.
- E. All file, desk, and table drawers will be kept closed when not in use. As soon as you leave them, close them. Never open more than one file drawer at a time.
- F. Never overload file cabinets. If unfamiliar with file cabinets, test the drawers and be careful not to pull them out to full extension. Keep heavier loads in bottom drawers.
- G. Office tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
- H. Tilting chairs can be hazardous when improperly used and care should be taken to assure that they are in good working condition.
- I. Never use chairs, desks, or other office furniture as a makeshift ladder. Always use a step ladder. Don’t overreach and risk losing your balance.
- J. The use of message spindles is a violation of City policy as they can frequently cause puncture wounds to hands and arms.
- K. Keep the blades of paper cutters closed when not in use.
- L. Scissors, paper cutters, and similar office devices can easily cause minor but painful injuries. Report such injuries at once to your supervisor and take precaution to avoid infection.
- M. Avoid paper cuts by using a sponge or other wetting devices for envelopes. Use rubber finger guards when working with stacks of paper.

- N Keep paper clips, thumb tacks, and pins in places where they can't injure you. Keep razor blades and utility blades covered.
- O. Be sure all electrical equipment is grounded and the cord is in good condition. If a machine gives you a shock or starts smoking, unplug it and report the defective device immediately to your supervisor, who will in turn report it to the building maintenance supervisor.
- P. Tobacco, e-cigarettes or vaping use is not permitted in City buildings, vehicles or on customer's property. [see appendix form #12]
- Q. First-aid kits will be readily available and fully stocked for their prompt use.
- R. Chairs, desks, and work stations will be properly adjusted to reduce fatigue and the possibility of injury due to poor fitting work areas. See *Ergonomics* section above.

