

OFFICE SAFETY

Suggested Guidelines

- * Each office should have fire extinguishing equipment available and a training program on how to use extinguishers.
- * An evacuation plan should be in place with periodic fire drills and training.
- * Inspect the work place using an inspection form.
- * Exit signs should be lighted and clearly visible, and emergency lighting should be installed.
- * Aisles should be kept clear to allow for easy travel and exit in the event of an emergency.
- * Doors to stairwells and to exits should not be blocked. These areas should be clearly marked.
- * Store inks, solvents and any other flammable or combustible liquid properly and use in small amounts only.
- * Trash and rubbish should be properly stored and discarded daily.
- * Machines should be grounded and the use of extension cords should be avoided.
- * Non-carpeted walking surfaces should be swept and mopped frequently to prevent grease and dirt buildup. Carpeted floors should be vacuumed regularly.
- * Spills should be cleaned immediately.
- * Use signs or barriers to warn of wet floors.
- * Loads of 40 pounds or more should not be lifted manually. Proper lifting techniques should be utilized.
- * Chairs should never be used in place of a ladder.
- * Chairs should be stable and have at least a five-point base.
- * Adjustable seating should be used for different builds of people and for different tasks.

- * Armrests for chairs should be low and short enough to fit the chair under the work surface and allow the user to get close enough to the work surface to use the chair backrest.
- * Thin keyboards should be used to minimize wrist deviation or keyboard palm rests should be used.
- * A short rest break should be encouraged after each hour of video display work is performed.
- * A physician approved first aid kit should be available for emergency use.
- * Work areas should be well illuminated, however, glare should be reduced by lowering the lighting.
- * Window glare can be reduced by providing drapes or blinds.
- * Items stored on racks and shelves should not be overhanging or protruding so as to cause personal injury.
- * Available heating, air conditioning, and ventilation systems should be kept in proper working order.
- * Do not leave file drawers open and unattended.

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