



OFFICE SAFETY



1 FIRE HAZARDS

ENSURE

that sufficient sockets are provided to minimise the use of adapters.

KEEP

all sources of flame away from waste paper containers.

NEVER

overload electrical sockets as this can be a severe fire hazard.

KNOW

the location of fire extinguishers and how to work them.

ENSURE

that all electrical equipment is switched off when not in use.

FAMILIARISE

yourself with evacuation routes.



2 TRIPS, FALLS & COLLISIONS

Slips, trips and falls account for most of the accidents in offices, many of them when staff are moving or carrying loads. They happen due to the condition of the floor, poor lighting etc.

To prevent such accidents happening:

- **DO NOT** allow trailing leads to create tripping hazards.
- **DO** clear up spillages quickly.
- **DO** replace or repair torn floor coverings.
- **DO** provide handrails on stairways and ensure stairs are well lit.
- **DO NOT** block passageways or corridors.



Although offices are considered to be safe places to work, they can be hazardous if basic safety precautions are not observed. The following safety guidelines will ensure that you keep your office safe.

3 OFFICE EQUIPMENT

ENSURE

All filing cabinets are firmly fixed to each other, the wall or both. Only open one drawer at a time.

AVOID

trapping fingers in filing cabinets and drawers by using the handle.

AVOID

top loading. Balance all file loads evenly throughout cabinet drawers.

DO NOT

leave filing cabinet drawers open.

AVOID

the risk of injury when reaching into a desk drawer, by keeping all sharp objects such as scissors in a separate container.

REMOVE

any dangling jewellery, scarves and ties when working with machinery. Also make sure that hair is tied back.

Office Safety

National Safety Compliance



Office Safety:

Office Safety Training Booklet National Safety Compliance, 2012-12-14 16 page training booklet for the purpose of training employees regarding Office Safety *Office Building Safety and Health* Charles D. Reese, 2004-06-11 Most workers spend the majority of their day in an office building environment Protecting office workers from safety health and security risks is a key task of many safety and health professionals particularly those responsible for the management of very large office complexes and high rise buildings This book provides a comprehensive look at **Workplace Safety Manual v1.5** Dean Isaacson, 2012-11-25 A safety manual and accident prevention program are the foundation of a safety program but they do not complete it A complete safety program includes the policies herein in addition to training classes safety committees and meetings medical examinations organized employment and injury reports safety bulletin boards management communications environmental policies proper maintenance of equipment observation of processes and procedures for on site and remote sites operations safety inspections and such other practices The most important component however is for the employer and employee to share an attitude of safety **Office Safety Training Booklet** National Safety Compliance, 2022-11-08 This booklet is designed to help office employees recognize common health and safety hazards in the workplace and take steps to avoid injury and harm These training products will cover a variety of office workplace topics Additional training may be required in some of the areas discussed Be sure to check with your supervisor about additional training to ensure your safety at work **Hearings** United States. Congress. House. Committee on Science and Astronautics, 1968 **Job Safety and Health at Federal Agencies** United States. Occupational Safety and Health Administration. Office of Federal Agency Safety and Health Programs, 1978 *Office Safety* Stephen Ashley, 2012-05-15 It is a myth that the office environment is a safe environment But there are numerous hazards which if left uncontrolled have the potential to cause injury and health problems This book aims to provide relevant and job area specific information to office workers on ways to identify and thus control hazards and prevent injuries to staff and visitors Create your workplace safety report with ease Identify the hazards reduce modify eliminate or change Safety in the office and workplace is paramount and the overriding responsibility of all managers supervisors and staff This is the complete step by step guide to office and workplace safety Staff involved in workplace safety can use the evaluation sheets in this excellent publication to help them implement a safety program quickly and with ease **Workplace Safety and Health** Thomas D. Schneid, 2014-05-05 Are the tried and true safety practices still effective in the changing workplace Is there a better way of safeguarding employees from accidents and injuries In short why do you perform the safety activities that you do on a daily basis and do they produce the results necessary to keep your safety program and your company competitive in the global market Answering these questions and more Workplace Safety and Health Assessing Current Practices and Promoting Change in the Profession analyzes the current practices and identifies emerging issues and challenges in the safety and health profession We Need a

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Job Safety & Health Quarterly ,1997

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Table of Contents Office Safety

1. Understanding the eBook Office Safety
 - The Rise of Digital Reading Office Safety
 - Advantages of eBooks Over Traditional Books
2. Identifying Office Safety
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Office Safety
 - User-Friendly Interface
4. Exploring eBook Recommendations from Office Safety
 - Personalized Recommendations
 - Office Safety User Reviews and Ratings

- Office Safety and Bestseller Lists
- 5. Accessing Office Safety Free and Paid eBooks
 - Office Safety Public Domain eBooks
 - Office Safety eBook Subscription Services
 - Office Safety Budget-Friendly Options
- 6. Navigating Office Safety eBook Formats
 - ePub, PDF, MOBI, and More
 - Office Safety Compatibility with Devices
 - Office Safety Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Office Safety
 - Highlighting and Note-Taking Office Safety
 - Interactive Elements Office Safety
- 8. Staying Engaged with Office Safety
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Office Safety
- 9. Balancing eBooks and Physical Books Office Safety
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Office Safety
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Office Safety
 - Setting Reading Goals Office Safety
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Office Safety
 - Fact-Checking eBook Content of Office Safety
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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