

GENERAL OFFICE SAFETY POLICIES

The principles of accident prevention are fundamental. Used on a day-to-day basis, they can virtually eliminate accidents. Some of these principles are common sense, good work habits, knowing your environment, getting help when needed and being safety conscious at all times. Accidents will be reported as soon as possible (within 48 hours) to the safety office or employer and followed up as needed. An accident incident report form is found in the record keeping section of this manual. Detailed information on ergonomic safety and injuries can be found in chapter10 - Ergonomics.

Preventing Falls:

1. Never leave or store articles (boxes, trash cans, etc.) in hallways, stairways or passageways.
2. Keep halls free of materials that can cause slipping, falling and serious injury.
3. Never walk on we floor. Wet floors will be marked by sign.
4. Straighten or remove rugs or mats that do not lie flat on the floor.

Equipment/Instrument Safety:

1. Know how to correctly operate any equipment/instrument that you may have. Follow the manufacturers safety recommendations.
2. If equipment/instrument needs repair - turn power off before removing the cover.
3. After repair - replace the cover before operating.
4. Copy the equipment/instrument safety page from the manufacturer and add to this manual.

General Business Office Safety:

1. Close drawers and doors immediately after using them.
2. Never stand on furniture to reach high places.
3. Open file cabinet drawers one at a time.
4. Put heavy files in bottom drawers of the file cabinets.
5. Use handles when closing drawers and files.
6. Store sharp objects such as pens, pencils, letter openers or scissor in drawers or with the tips pointing down in a container.
7. Do not tilt the chair you are sitting in on its back two legs.
8. Carry pencils, scissors and other sharp objects with the tips pointing down.
9. Use a ladder or step stool to retrieve or store items that are located above your head.
10. Keep fingers away from the ejector slot when loading or testing stapling devises.
11. Use a staple remover, not your fingers, for removing staples.
12. Do not place your fingers in or near the feed of a paper shredder.
13. Turn any piece of equipment off before performing any service on it.
14. At the end of the day, the last person leaving the office will check that all the office electrical equipment (typewriters, copy machines, computers, etc.) have been turned off. The coffee pot and appliances in the lunch room will be checked and unplugged. Windows will be closed and all doors locked.
15. If employees leave the building after dark, make sure the parking lot is well lit. Make sure walkways are shoveled and salted in winter (if applicable).