

Garmong Construction Services					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Office Safety</i>					
Last Revised:	January 25, 2012	By	Douglas Mahurin, MS, CSP	This Copy Printed:	1/31/2012 5:13:00 PM

OFFICE SAFETY GUIDELINES

SLIPS, TRIPS AND FALLS:

According to the National Safety Council, simple office tasks often cause injuries. Most of these accidents and injuries can be avoided.

Observe the following rules when working in and around the office areas.

1. Report unsafe electrical cords, fire hazards, malfunctioning and improperly arranged equipment or any other hazardous conditions to the Supervisor or Supervisor in the area.
2. Keep the floor free of tipping hazards such as phone cords, electric and extension cords and paper cartons.
3. Pull out only one drawer of a file cabinet at a time in order to avoid its tipping over (unless the cabinet has been secured to the wall or to other cabinets).
4. Keep drawers of desk and file cabinets closed when not in use.
5. Store material on shelves carefully to prevent its falling. Place heavy objects on lower shelves.
6. Walk cautiously up and down the stairs, and always use the handrail. Never use the stairs when both hands are being used to carry objects.
7. Under no circumstances should you put cigarettes, cigars and other burning materials in wastepaper containers even after crushing out and cooling down periods. Use approved ashtrays and metal containers only.
8. Never put broken glass or other sharp objects in wastepaper containers. Also chemicals, batteries or matches should not be discarded with waste paper.
9. Consider your safety when you dress for the job. Loose fitting clothing, dangling bracelets, rings and ties may cause serious injury to employees operating or working around power driven office machines (copy machines - shredding machines - etc.) Long hair also presents a hazard about these materials as well as high heel shoes, "bell-bottom" trousers with cuffs, etc. Do not attempt to clean, oil or adjust any machine that is running or plugged in. If the machine is not equipped with a starting switch that can be locked in the "off" position, disconnect it from its power source by removing the plug from the electrical receptacle.
10. Make certain that you use solvents and other volatile or toxic substances ONLY with adequate personal protection and in well-ventilated areas and never use them to clean desks or other office furniture.
11. Do not use portable ventilation fans unless they have protective guards or are securely placed at least seven feet above the floor.
12. Even a simple thing like sitting on the edge of a chair can cause injury. Do not tilt back when sitting in a straight chair. Do not attempt to sit in a chair you think is defective. . . . **Report it.**
13. Never use boxes, chairs, etc. in place of ladders.
14. Use caution when walking around blind corners, especially when carrying objects.
15. Report ALL injuries, regardless of severity, to your supervisor.

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16. Any unsafe equipment (i.e., chairs, tables, desks, floor covering, file cabinets, etc.) should be reported to your supervisor. Remember, if you turn your back on an unsafe condition and someone later becomes injured due to that condition, you share the responsibility of the accident and injury---**REPORT ALL UNSAFE CONDITIONS.**

17. Stress electrical safety: for example, 3 pronged plugs on radios, coffee pots, etc. Use caution when handling out substances such as coffee.

18. **YOU ARE NOT SUPERMAN.** Get help (another employee or appropriate equipment) to lift or move heavy objects.