

SAFETY SPOTLIGHT

OFFICE SAFETY

Office workers can spend more than half of their waking hours on the job, so it is important to ensure the safest environment possible to reduce the risk of injury. The following are a few ways to reduce hazards throughout your workspace.

Keep your area tidy and walkways clear.

- ❖ Keep electrical cords out of walkways to prevent trips and damage to the cords, which can cause electrical shocks.
- ❖ Clean up spills on hard floors right away.
- ❖ Avoid storing excess materials in your workspace. Keep the underside of your desk clear for leg room and to leave free space in case of an earthquake.
- ❖ Close file cabinets and desk drawers when you are done to prevent someone from tripping over or impacting open drawers.

Know the layout of your workspace.

- ❖ Know where fire extinguishers/alarms, first aid kits, AED devices, and other emergency response equipment are located to easily find them in an emergency.
- ❖ Locate all exits in your workspace. In an emergency your main path of travel may not be accessible.
- ❖ Actively participate in emergency drills. This will let you know where the designated meeting area is and learn the best path of travel to the exit.

Take mini breaks to give your body a chance to release some of the stress you can build up

through the day. There are three main types of mini breaks:

- ❖ **Rest break:** Sit back in your chair and bring your arms down to your sides or on your chair armrests. Let the chair take your weight.
- ❖ **Stretch break:** Just move! Either sitting or standing, change up your posture. Stretch your body or take a quick walk.
- ❖ **Eye break:** Follow the 20/20/20 rule – every 20 minutes, look 20 feet away from your computer screen for 20 seconds.



Report unsafe conditions immediately. By letting management know of an unsafe condition, you can hopefully save someone from a preventable injury. Report any of the following:

- ❖ Torn or wrinkled carpet or rugs, damaged floor tiles, large cracks in paved areas, and other areas that pose a trip and fall hazard.
- ❖ Damaged electronics, including extension cords and wall outlets, to prevent electric shocks.
- ❖ Damaged plumbing or sprinklers to prevent property damage and slips due to flooding.

Helping to keep our member's employees safe! This Safety Spotlight brought to you by: