**Office Safety**

# Introduce Topic & Objective

# Hazards in the office

# Controlling Office Hazards

# Housekeeping

# End of Day procedure

# Emergencies

# Office Hazards

* 1. Electrical
	2. Slips, Trips & Falls
	3. Step ladders
	4. File Cabinets
	5. Fires

# Hazard Controls

* 1. Electrical Safety
		1. Never remove electrical covers
		2. Never attempt to repair office equipment
	2. Slips - Trips -Falls
		1. Keep objects off floors
		2. Use step ladder to reach high areas
		3. No cords in walkways
		4. Clean up spills immediately
		5. Keep paper off floor
	3. Step ladders
		1. Fully extend
		2. Do not use top steps
		3. Look for damage before use
		4. Do not lean-to side or back
	4. File cabinets
		1. Open only one drawer at a time
		2. Close drawers after getting material
		3. Do not overload
	5. Fires
		1. No open flame
		2. Personal heaters must have anti-tip construction & auto turn off function
		3. No "glowing wire" type personal heaters
		4. No flammable liquids in waste basket
		5. Extinguish smoking material in proper receptacles
		6. Stack material no higher than within 18 inches of sprinkler level

# Housekeeping

* 1. Keep work areas neat & clean
	2. Do not over-accumulate trash
	3. Clean up spills immediately
	4. No food storage except in authorized areas

# End of the Day

* 1. Turn off all electrical equipment
	2. Ensure trash is removed

# Emergencies

* 1. Emergency exit routes
	2. Fire extinguisher locations and use
	3. Evacuation procedures
	4. Sheltering Procedures
	5. Bomb threat phone procedure
	6. Security Procedures
	7. Requesting emergency assistance (911)