**OFFICE SAFETY**

General Rules

1. Do not stand on furniture to reach high places.
2. Use the ladder or step stool to retrieve or store items that are located above your head.
3. Do not jump from ladders or step stools.
4. Do not block your view by carrying large or bulky items; use the dolly or hand truck or get assistance from a fellow employee.
5. Do not throw matches, cigarettes or other smoking materials into trash baskets.
6. Do not tilt the chair you are sitting in. Keep all chair legs on the floor.
7. Do not kick objects out of your pathway; pick them up or push them out of the way.

Doors

1. Keep doors in hallways fully open or fully closed.
2. Use the handle when closing doors.

Files

1. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.
2. Put heavy files in the bottom drawers of file cabinets.
3. Use the handle when closing drawers and files.

Staplers

1. Point the ejector slot away from yourself and bystanders when refilling staplers.
2. Keep fingers away from the ejector slot when loading or testing stapling devices.
3. Use a staple remover, not your fingers, for removing staples.

Stairs

1. Use the handrails when ascending or descending stairs or ramps.
2. Do not store or leave items on stairways.
3. Do not run on stairs or take more than one step at a time.

SHARP OBJECTS

* 1. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the tips pointing down in a container.
  2. Carry pencils, scissors and other sharp objects with the tips pointing down.

PAPER CUTTER/SHREDDER

1. Position hands and fingers onto the handle of the paper cutter before pressing down on the blade.
2. Keep the paper cutter handle in the closed or locked position when it is not being used.
3. Do not use paper cutting devices if the finger guard is missing.
4. Do not place your fingers in or near the feed of a paper shredder.

ELECTRICAL

1. Do not use frayed, cut or cracked electrical cords.
2. Do not plug multiple electrical cords into a single outlet.
3. Do not use extension or power cords that have the ground prong removed or broken off.
4. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
5. Turn the power switch to "off" and unplug office machines before adjusting, lubricating or cleaning them.

FANS

1. Do not use fans that have excessive vibration, frayed cords or missing guards.
2. Do not place floor type fans in walkways, aisles or doorways.

Ergonomics / Video Display Terminals

When using Video Display Terminals or Computers

1. Locate and place documents, video screen and monitors in front of you. Allow 18 to 20 inches between you and the document, monitor or video screen. Position the center of the screen so that the viewing angle is 15 to 25 degrees below eye level.
2. Place the key board low enough so that you are not required to reach up or out for the keys.
3. Do not extend viewing time, constant rapid muscular action, or fixed body positions for

long periods of time. Take periodic breaks from the video display terminal by standing up and stretching.

1. For additional lower back support, place a pillow or bundled clothing in the chair at the small of your back.

When Operating Keyboards

1. Keep wrist and hands in a straight position while key stroking by keeping forearms parallel to the floor and elbows at your sides.
2. When operating keyboards from a standing position, adjust table tops no higher than the elbow height.
3. When operating keyboards from a sitting down position, use the correct chair height. The entire sole of your foot should rest on the floor or foot rest and the back of your knee should be 1 to 2 inches higher than the seat of your chair.
4. Use a chair with back support. Your backrest should support the entire back including the lower back region.