



Topic: Office Safety

When many workers think of injuries in the workplace, industrial or shop settings come to mind. However, many accidents of serious consequence also happen near filing cabinets and desks in offices. It's where people are twisting, lifting, pushing, reaching, climbing and sometimes, falling.

- ✚ Office furniture can be dangerous, especially when people try to move it around by themselves. That's asking for a back strain. Don't do it. The most dangerous piece may be the innocent-looking file cabinet. Be sure one doesn't trip you up.
- ✚ Load cabinets from the bottom up for stability. Have cabinets that contain heavy items secured to the wall or the floor. Open one drawer at a time to prevent tipping. Place file cabinets where they do not open into aisles.
- ✚ After the ever-dangerous file cabinet, we have come to the ever-hazardous chair. How hazardous it may be, of course, depends upon how a person uses it. You should never rock back on the legs of a chair, stand on a swivel chair, or use a wheeled chair to move yourself about. The result of any of these actions could be a fall or a collision.
- ✚ What can you do to keep floors and stairways free from accidents? Keep aisles, halls and exits free of boxes that create tripping hazards. Keep floors and stairs free of cords, frayed carpets and loose rugs.
- ✚ Get more outlets installed if you need them. Don't run electrical cords across aisles. Clean spills and tracked-in rain. Mark wet areas with a sign. Report any lights that are burned out so halls and stairs are well lit.
- ✚ Walk at a moderate pace. Don't rush through halls and stairways.

