

Office Safety



Keep it clutter-free

Boxes, files and various items piled in walkways can create a tripping hazard. Check that all materials are safely stored in their proper location to prevent buildup of clutter in walkways.

What are you standing on?

Standing on chairs – particularly rolling office chairs – pose a significant fall hazard in addition to standing on desks and shelving. Workers who need to reach something at an elevated height should use a stepladder. Ensure that stepladders are fully opened and placed on level, firm ground. Workers should never climb higher than the step indicated as the highest, safe standing level.



Floor Surfaces

Clean spills and pick up debris immediately to prevent a slip/trip hazard. Carpeting and other skid-resistant surfaces can serve to reduce falls. Tile or linoleum can become very slippery – particularly when wet. Placing carpets down can be especially helpful at entranceways where workers may come in with wet or muddy shoes from rain. If a mat is used at an entrance, make sure it's not curled up at the ends as this can also pose a tripping hazard. Report or repair tripping hazards such as defective tiles or other flooring material immediately.

Shut the drawer

File cabinets with too many fully extended drawers could tip over. Additionally, open drawers on desks and file cabinets pose a tripping hazard, so be sure to always completely close drawers when not in use. Use the drawer handle when closing to avoid pinching fingers.

Safe stacking

Proper storage of heavy items can help reduce the number of office injuries. Large stacks of materials and heavy equipment can cause major injuries if they are knocked over. It's recommended to storing heavy objects close to the floor. Don't overload the load capacity of shelves or storage units and **never** stand or climb on shelving. If you need to reach something at a higher level use a ladder or step stool.

Cords, cords everywhere...

Ensure cords are not placed across walkways and do not tape cords down or run underneath carpet. Damaged and ungrounded power cords pose a serious fire hazard and should be inspected regularly for wear and taken out of service if they are frayed or have exposed wires. Additionally, cords should never be used if the third "ground" prong has been damaged or removed. Make sure cords are not overloading outlets. The most common causes of fires started by extension cords are improper use and overloading. Extension cords should be approved by a certifying laboratory such as Underwriters Laboratories and only used temporarily.

Do not block escape routes or prop open fire doors

Items should never be stored along an emergency exit route. These paths should remain free of clutter. Fire doors should not be held open by unapproved means (such as with a garbage can or chair), as this creates a significant fire hazard.

For more information
contact the Safety
Office 858-627-7174
or visit the Safety
Management website