

Office Safety Do's and Don't Checklist

DO

- Report slippery or uneven floor surfaces, torn carpet or linoleum.
- Keep file and desk drawers closed when not in use.
- Stack cartons and supplies carefully so they won't fall.
- Be sure file cabinets aren't top-heavy.
- Place all desk materials within easy reach.
- Replace electrical cords when insulation frays.
- Report problems with poor lighting or ventilation.
- Make sure electrical plugs match their outlets.
- Put desk materials and papers away when not in use.
- Check container labels and Material Safety Data Sheets before using chemicals.
- Immediately clean up spills.
- Be careful with knife cutters, razor blades, scissors and other sharp objects.
- Know what to do in case of an emergency.
- Know where fire extinguishers and first-aid kits (if available) are kept.
- Check that fire extinguishers are inspected regularly and fully charged.
- Check that all equipment/appliances are firmly grounded.
- Use dollies and similar equipment to move large or heavy items.
- Use proper lifting techniques that let the legs, not the back, do the work.
- Take occasional stretch breaks.
- Use a ladder or step stool rather than standing on furniture to reach high places.
- Adjust the position and height of your computer monitor, chair, keyboard and mouse to avoid strains and fatigue.
- Smoke only in designated areas.

DON'T

- Leave boxes and other materials in aisles or stairways.
- Block emergency exits or access to fire extinguishers.
- Use extension cords unless authorized.
- Overload electrical outlets.
- Leave combustible trash in open containers.
- Carry loads that block your vision.
- Smoke in unauthorized areas.
- Run in aisles, halls or on stairways.
- Throw objects or engage in horseplay.
- Overload cabinets or shelves.
- Forget to turn off electrical appliances and coffee pots at night.
- Lift objects manually that are too heavy or awkward.
- Store razor blades or other sharp objects loose in a drawer.
- Lean your wrist on the edge of your desk or computer stand for prolonged periods of time. Use a wrist rest if necessary.
- Attempt to repair office equipment if not properly trained.
- Tape or block air vents.
- Twist your body when lifting objects.
- Cradle the phone receiver between your head and shoulder.
- Use personal cleaning solutions or pesticides.
- Stand on chairs or boxes to reach objects or high places.
- Leave file drawers open.