

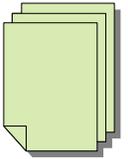
CLEAN AND SAFE OFFICE AREA

Injuries in the office area are often the result of “Bad Housekeeping”. It is the responsibility of all the staff to perform daily/weekly/monthly housekeeping. Housekeeping will reduce the chances of injuries, as well as decrease the potential of allergic reactions to dust/mold and help to prevent illnesses.

Paper Clutter

Paper and materials on floors or piled precariously on desks and tables can cause injury. In addition to the level of stress that accompanies an untidy office, paper clutter is a safety hazard. Paper is highly flammable (particularly if stored next to an electrical outlet) and stacks of paper have the potential of falling off shelves or file cabinets creating a slip and fall or possible injury.

- Work areas should be free of paper clutter at the end of each day.
- Old files should be removed to maintain space for active files.
- Implement a paper recycling program to cut down on paper clutter and build up.



File Cabinets Hazards

Head, leg and body injuries can be the result of the misuse of file cabinets.

- Open drawers should never be left unattended.
- All file cabinets drawers should be closed when not in use.
- Post signs reminding employees to close drawers.
- Only one drawer should be open at any given time.

Electrical cords

Faulty or damaged electrical cords can cause injuries, fire and equipment damage.



- Electrical cords should be inspected monthly for cracks, open wires and possible outlet overloads.
 - If damage is found turn off equipment immediately and contact supervisor.
 - Electrical cords should not obstruct walkways, desk chairs, etc.
- Supply electrical outlet strips equipped with a breaker switch.

Dust

Electrical components attract dust. The dust and dirt can accumulate on the ventilation system of the component. This increases the possibility of a fire and shortens the lifespan of the unit.

- Electrical equipment (computers, calculators, TV's, keyboards, etc.) should be cleaned and an effort made to reduce the accumulated dust on a weekly basis.

Toxic Chemicals & Cleaning Supplies

Storage and use of toxic chemicals and cleaning supplies can be problematic particularly if these chemicals are reactive when combined.

- Toxic chemicals and cleaning supplies should be clearly marked and stored in spill-proof containers.
- Cleaning supplies and toxic chemical should be stored in separate cabinets.
- Post chemical warning signs on cabinets.
- Before use, read the MSDS for each chemical.
- Post poison control phone number.



Food

Drinks and other food pose a hazard if spilled on electrical equipment, desk or floor. Electrical injuries, permanent equipment damage and increased slip and falls can result.

- Employees should be discouraged from storing food in their desks or in places not specifically designed for food storage or consumption.
- Clean up spills immediately.
- If liquids have been spilled on electrical equipment, immediately unplug the unit. Contact your supervisor to report the incident so that repair and data back-up can be performed immediately, if necessary.