



SAFETY ALERT

Basic Office Safety

Did you know the leading types of accidents that occur within the office are the results of falls, strains and over-exertions, falling objects, striking against objects, and being caught in or between objects?

The following are a few tips to help provide a safe working environment:

- Sit upright in your chair, with your feet touching the ground. Before sitting down, make sure your chair hasn't rolled away.
- Look where you are going when walking around the office.
- Walk, don't run.
- Don't read or text while walking.
- Wipe up any spilled beverages or water.
- Get up and stretch or walk around.
- Keep floors and aisles clear of electrical cords.
 - Use surge protectors and cable ties to manage the wiring.
- Close desk or file cabinet drawers before walking away so others don't walk into them.
- Store supplies inside of cabinets or bookcases.
- Report any unsafe issues, such as:
 - Torn Carpet
 - Loose Tiles
 - Broken chairs or desks
- Prioritize good health practices:
 - If you are sick, it's best to stay at home and rest.
 - Wash hands often.
 - Use hand sanitizer.
 - Stay hydrated throughout the day.

A safe work environment is essential and dependent upon all employees, working together to communicate and report any unsafe situations or behaviors.