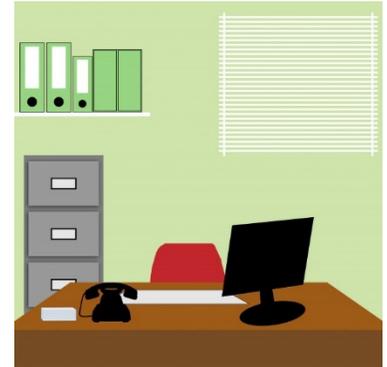


GENERAL OFFICE SAFETY

SAFETY TALK & TIPS

Most people think the office is a comfortable and hazard-free environment, but there is a variety of risks all around us. The Bureau of Labor Statistics reports there are tens of thousands of injuries to office workers each year! Common office injuries include strains to backs and shoulders, repetitive motion injuries, and lacerations or cuts to fingers or hands. The mechanisms of injury include slips, trips, and falls, poor lifting mechanics and postures, overextending or overexerting, lack of situational awareness, and improper use of equipment.

These following recommendations can result in elimination or at least minimizing the risk of injury here at HSU. Routinely inspecting your areas is also a preventative practice to take care of our environment. When you encounter these hazards listed below, notify supervision to establish the proper corrective actions.



RECOMMENDATIONS FOR HEALTHY AND SAFE OFFICE PRACTICES

- Thoroughly understanding how to use office business machinery prior to use. Supervision should ensure that employees know how to use equipment. If you are not sure, ask an individual who has experience working with the equipment.
- Ergonomic principles and concepts about computer workstations, healthy spinal positioning while seated or lifting objects, and relevant resources for ergonomics can be found on the Ergonomics website: <http://risksafety.humboldt.edu/ergonomics>
- In California, bookshelves must be anchored to walls.
- Do not store heavy items on top of bookshelves and cabinets.
- Store heavier items on lower shelving and the heaviest items near mid-height to minimize bending and overexertion.
- Do not block fire extinguishers, exit doors, fire alarms, or sprinkler heads (keep clear below 18 inches to allow proper flow pattern).
- Always de-energize equipment by pulling the plug from the receptacle. Do not run extension cords through doorways, walking paths, or under carpets. Take damaged electrical cords, plugs, or receptacles out of service (or tagging) and report it to supervision immediately.
- Promptly clean up spills, especially when they are on tile, hardwood, and sealed concrete.
- Maintain good housekeeping in the office area. Minimizing storage, clean as you go, and keep aisle ways free from obstructions in possible emergencies.
- Be aware of surroundings and hazards in your area.
- After use, always close desk and file cabinet drawers to avoid trip or bump hazards.
- Never open two file cabinet drawers at the same time as this could result in a tipping hazard of the file cabinet.
- Use ladders and stepstools properly as instructed by the manufacturer. Do not excessively reach while on stepstools.
- Focus on the task and use caution when operating a paper cutter. Make sure the guards and locks are in place at all times when not in use!