



A Quick Guide to: **Office Safety**

**MONTHLY
SAFETY
BRIEF**
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Office areas are typically safer than most other workplaces. However, hazards exist that can potentially cause illness and injury. Situations, materials and equipment that can lead to illness or injury can include the following:



Tripping hazards - electrical/phone cords, misplaced supplies, open file cabinet drawers.

Back injury - improper lifting technique or too heavy of a load for one person.

Falling - using equipment other than ladders to reach objects from higher places.



File cabinets - tipping over with most of the weight on the open top drawer or tripping over drawers that are left open.

Shock - using electrical equipment that is ungrounded or with frayed cords.



Chemical exposure - from glues, solvents, toners, cleaners, etc.

Computers - cumulative trauma disorder, eye strain, neck/shoulder/back pain.