

SOME DO'S AND DON'TS OF OFFICE SAFETY

1. Pencil sharpeners and typewriter carriages must not jut out into aisles.
2. Glass doors should have some conspicuous design, either painted or decal, about 4½ feet above the floor and centered on the door so people will not walk into it.
3. Frosted glass in doors gives a view through for accident prevention, but still preserves privacy. The see thru feature prevents collisions.
4. If it is necessary that a door be solid, the hazardous area that the door swings over can be marked by yellow and black tape or painted a bright color, or the path of the swinging door can be outlined by colored plastic circles. On carpeted floors, a quarter or half-circle of different colored carpet can be used.
5. Employees should not face windows, unshielded lamps, or other sources of glare. Many factors associated with poor illumination are contributing causes of office accidents. Some of these causes are: direct glare, reflected glare from the work and harsh shadows. Excessive visual fatigue may be an element leading toward accidents. Accidents may also be prompted by the delayed eye adaption a person experiences when moving from bright to dark. Some accidents which are attributed to the individuals "carelessness" can be traced to difficulty in seeing.
6. Fans in office should be placed where they cannot fall on anybody and they should be secured in place.
7. Duplicating processes should not be confined to a separate small room, unless it is vented to the outside.
8. Where possible, outlets (receptacles) should be installed to eliminate extension cords. If cords MUST cross the floors, cover them with rubber channels designed for this purpose.
9. Caution should be exercised in the use of poorly maintained or unsafe, poor quality coffee makers, radios, lamps, hotplates etc., provided by or used by employees, particularly in out-of-the-way locations. Such appliances create fire and shock hazards.
10. Switches should be provided, either in the equipment or in the cords, so that it is not necessary to pull the plugs to shut off the power.
11. Electric key switches should be avoided because people try to key the lock with hair pins and paper clips.
12. Extension cords should not rest on steam pipes or other metallic surfaces. Better still, do not use extension cords.

13. Outlets should not only be located under desks to eliminate tripping hazards but they should also be placed where they will not be accidentally kicked or used as a foot rest. When they loosen or wear, outlets can become sources of electric shock.
14. Where materials are stored on shelves, the heavy objects should be on the lower shelves.
15. No smoking should be allowed in mailing, shipping, or received rooms, or where large quantities of loose paper and other combustibles or flammable liquids are stored.
16. The casters on swivel chairs should be on at least a 20 inch diameter base, and a 22 inch base is preferred.
17. Drawers on desk and file cabinets should have safety stops.
18. Make sure the paper cutter has a proper guard.
19. Glass tops on desks and tables crack and cause safety hazards. Durable synthetic surfaces are free from this trouble and should be used instead of glass.
20. Safety ash trays should be available and large enough to safely contain smoking materials.
21. Many cut fingers have resulted when people try to move fans by grasping the guard, or tried to catch falling fans.
22. Rolling ladders and stands used for reaching high storage should have brakes that operate automatically when weight is applied to them.
23. Because the major category of office accidents is slips and falls, running in offices, particularly for elevators, should be prohibited.
24. Collisions at doors can be prevented if people do not stand directly in front of the door, but out of the path of its swing when they go to open it.
25. Do not carry stacks of materials on stairs; use the elevator.
26. Commonly, falls on stairs occur when the person is talking, laughing and turning to friends while going downstairs. Be alert while using stairways.
27. Good housekeeping is essential to prevent falls. Wipe up spilled liquid immediately, and pick up pieces of paper, paper clips, rubber bands, pencils, etc., as soon as they are spotted.
28. Broken glass should be swept up immediately. It should not be placed loose in a waste paper basket but it should be carefully wrapped in heavy paper and marked "Broken Glass". Glass which shatters into fine pieces should be blotted up with damp paper towels.

29. Leaning back in the chair and placing the feet on the desk should not be allowed.
30. Only one file drawer should be opened at a time to prevent the cabinet from toppling over. File cabinets should be bolted together or otherwise secured to prevent tipping.
31. Desk or files should never be moved by office personnel; they should be moved by maintenance people using special dollies or trucks.
32. Do not pile boxes, papers, books, or other heavy objects on top of file cabinets; this could cause cabinet to tip and the materials to avalanche on to the employee.
33. Never store pencils in a glass on the desk with points upward.
34. Razor blades, thumb tacks, and other sharp objects should not be thrown loosely into drawers. They should be carefully boxed or blades and points kept stuck in foamed polystyrene blocks.
35. Solvent-soaked or oily rags used for cleaning duplicating equipment should be kept in a metal safety container.
36. Never allow smoking on elevators.
37. Do not throw matches or cigarettes into waste baskets.
38. Accident records are absolutely necessary if an office safety program is to succeed. Office employees should report every accident, no matter how minor the injury. Near accidents should be reported because near-miss accidents are warnings of worse accidents to come.
39. In order to develop proper safety attitudes, safety instructions should be properly given to new office employees. The employees should have "settled down" enough, however so that he/she can absorb the information.
40. A company safety program cannot succeed unless it has the whole hearted backing of its top management. The supervisor must know that his/her accident prevention performance is watched and that good performance is appreciated.
41. Supervisors are just as responsible for training their people in safe procedures as they are training them for efficiency.
42. Supervisors should personally investigate each accidental injury and they should report what caused the accident and what steps have been taken to prevent a recurrence. Also, when safety inspections are made and accident hazards are found, the report of these hazards should go to the vice president or other top officers in charge of the department. This top executive should then request a report of corrective measures directly from the supervisor responsible for the hazard. This procedure will go along way in making a safety expert of every office manager and supervisor and to reducing the office accident problem to negligible size.