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SAFE OPERATING PROCEDURES

Office Safety

SOP 10-14

Hazard Review		
Office Ergonomics	Material Storage and Handling	Lifting
Slip, Trip and Fall	Pinch Points	

1. Perform a Hazard Risk Assessment of your Office to minimize potential hazards.
2. Know where your office emergency exits are located. There should be an emergency evacuation plan posted for your area.
3. Office aisles should not be used for storage and be kept clear at all times in event of emergency evacuation.
4. Electrical cords and cables should be arranged to avoid trip hazard.
5. File drawers should be closed immediately after use so no one can run into or trip over them. Only one drawer should be opened at a time to prevent the cabinet from falling forward. Use caution when closing drawers.
6. Avoid handling supplies more than once by putting materials in their stored location upon receiving them.
7. Always use proper lifting techniques. Use mechanical aids if available or get assistance when moving heavy or bulky items.
8. Never walk with items stacked so high that your vision is obstructed. Do not stack items in such a manner that they are unstable.
9. Be aware of and keep hands and fingers out of pinch points throughout the office, especially desk drawers, file cabinets and stacked materials.
10. Be aware of stress and strain associated with the use of computer monitors and poorly arranged workstations.
11. Office equipment such as chairs and desks that are broken and are a safety hazard should be labeled as “Broken, Do Not Use” and removed from the area until they are repaired or replaced.
12. To prevent slips due to wet weather when entering your facility, entrances should have a floor mat to dry feet.
13. Signs should be used to alert others of wet floor surfaces. Any wet areas found on floors should be cleaned up immediately.

Related SOP's	
General SOP's.....Chapter 10	Office Ergonomics.....10-3