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## SAFE OPERATING PROCEDURES

### Office Safety

### SOP 10-14

#### **Hazard Review**

Workstation Design Lifting	Material Storage and Handling Slip, Trip and Fall Hazards	Pinch Points
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1. Perform a Hazard Risk Assessment.
2. Know where building emergency exits are located. These areas should not be used for storage or be blocked. Access ways should be kept clear at all times. Walkways within the office should be open and not restricted by stacked boxes or garbage.
3. Electrical cords, computer, communication and phone lines must be secured to prevent tripping. Carpet and desk mats must be secured to prevent tripping or falling.
4. 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.
5. Avoid handling supplies more than once by putting materials in their stored location upon receiving them.
6. Always use proper lifting techniques. Use mechanical lifting devices and/or ask for assistance when moving heavy and/or bulky items.
7. Never walk with items stacked so high that your vision is obstructed. Do not stack items in such a manner that they are unstable.
8. Be aware of and keep hands and fingers out of pinch points throughout the office, especially desk drawers, file cabinets and stacked materials.
9. Eating, drinking or smoking should be avoided around office equipment and computer terminals. Paper clips and staples should be used with caution around copying equipment and keyboards.
10. Be aware of stress and strain associated with the use of video display terminals and poorly arranged workstations. Arrange your workstation so that excessive reaching and poor posture is eliminated. Your arms and shoulders should be at a rest position and your wrist should not rest against the edge of the desk.
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 on wet floor surfaces, facility entrances with smooth tile or concrete flooring shall be covered with an absorbent mat that has a non-skid backing. Use signs or cones to alert others of wet floor surfaces. Any wet areas found on floors shall be cleaned up immediately. Employees should be reminded to consider that shoe soles with tread offer better traction during wet weather.

#### **Related SOP's**

General SOP's.....Chapter 10    Computer Data Entry .....10-3