TOPIC B: OFFICE SAFETY AWARENESS

Maintaining a safe work environment is every employee's responsibility. Safe work environments mean less injuries and accidents. Your employer has a responsibility, too, in ensuring that steps are taken to provide a safe, comfortable environment that is in compliance with local and federal regulations. **OSHA, the Occupational Safety and Health Administration**, sets forth rules and regulations that employers must implement to ensure better working environments. Most employers have an employee Safety Team that works with the company Human Resources team in ensuring that established rules for safety are enforced. Depending on the industry, the safety rules may encompass specific rules for use with specific equipment, work areas, and materials.

SOME DO'S AND DON'TS OF OFFICE SAFETY

1. Don't lean back in your chair. If you do, you could end up on the floor.

2. Do keep the floor and walkway clear of electrical, telephone and computer cables, boxes, etc.

3. Do close one drawer in your filing cabinet before opening the next one; this will prevent the file cabinet from tipping over.

4. Do watch out for slippery surfaces, clean up spilled drinks immediately.

5. Do look where you are going. Don't read or talk on a cell phone while walking.

6. Walk. Don't run!

7. Don't use desks, chairs, or boxes as a stepladder.

8. Do hold onto handrails when using stairways and stay to one side to avoid bumping into another person.

9. Do know the designated smoking area for your workplace.

10. Don't overload wall sockets with extension cords. It can cause a fire.

11. Don't touch electrical switches, sockets, plugs, etc. with wet hands.

12. Don't eat or drink at a computer station. It could result in malfunction of the computer and void the warranty. And make the IT guy very angry.............

13. Do watch for unsafe conditions such as defective equipment, burned out lights, loose steps, torn carpet, etc and report them to your supervisor immediately.

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