

1. Office Safety

PRIMARY RISK ASSESSMENT

A1/BII – Catastrophic/Critical Risks – Workplace violence from students, co-workers and parents. Multiple health or physical injuries from fire.

AIII – Moderate Risks – Frequent employee and student exposure to slippery floors caused by spills. Tripping over objects. Falls from same level. Lacerations from paper and office equipment. Use of chemicals in the office equipment. Lifting of goods, boxes and other items.

Hazard Source

- ??Lifting of goods and materials; – Overexertion –Cardiovascular and/or Muscular-skeletal injury
- ??Sharp edges – cuts/abrasions
- ??Spilled liquids – slips/falls – broken bones, strains
- ??Hot surfaces from office machines – skin burns from exposure
- ??Exposure to cleaning chemicals, caustics, acid, serious burns, respiratory injury
- ??Exposure to electrical equipment – fatal shock hazard

Controls

- ?? Mandatory Fire Protection that meets or exceeds NFPA Standards, State, and SERF requirements
- ?? Mandatory compliance with all School District Policy & Procedures and guidelines
- ?? Mandatory emergency procedures and staff training for evacuation of School areas.
- ?? Office procedures for maintaining non-slip surfaces.
- ?? Recommended footwear for employees.
- ?? Hot pads and aprons, tongs for handling pans, etc.
- ?? Storage and Housekeeping criteria maintained.
- ?? Cleaning chemicals not used around open foods or stored with foods
- ?? All Personnel training in Hazard Communications
- ?? All electrical equipment kept grounded and maintained
- ?? All school office staff (employees and volunteers) will be trained and tested on the "Office Safety Rules" and all training documented within the employee's personnel file.
- ?? Safety inspections shall be completed for the school areas on a scheduled basis with all equipment inspected on a schedule that meets manufacturer's requirements.
- ?? Only staff and authorized persons on school grounds.
- ?? All customers should be made aware of and instructed to obey the rules of the school.

CORE OFFICE SAFETY RULES

1. Wipe up all spills immediately and pick up anything lying on the floor.
2. Telephone and electrical cords should not be in the aisles, walkways or any other means of egress.
3. Immediately report any broken or defective equipment, sharp or rough parts.
4. Insure that the guard on the paper cutter is positioned appropriately when not in use.
5. Report and /or remove any floor mats/rugs with curled edges. Report any hazards of stairs, steps or floors, which may result in a fall.
6. Sit in chairs on all four legs. Do not stand in chairs or on tables. Use only ladders.
7. Note location of fire extinguisher and know how to use it.
8. Keep all cleaning products away from food and general public use.
9. Monitor traffic flow through the office.
10. Operate and clean all equipment using recommended safety procedures and good practice - electrical power off and disconnected while cleaning, guards in place while operating. etc.
11. Comply with all policy and procedures as required by the school district.
12. Insure that storage shelves are secured to the wall.
13. Turn off small appliances and computers at the end of the day.
14. Never have more than one drawer of a file cabinet open at one time. Secure the file cabinet to the wall.

I have reviewed the above basic rules, understand them, and will abide by them. This is not an inclusive list. Please refer to all Policy and Procedures manuals.

Employee Signature

Date

OFFICE SAFETY INSPECTION

School: _____

Criteria	Yes	No	Comments
1 .Are restricted areas of the office clearly defined as such by doors, furniture and/or signs?			
2. Are paper, cloth and other combustibles stored away from heat/ignition sources?			
3 .Are office chemicals used, stored and disposed of according to manufacturers' recommendations?			
4. Are telephone and electrical cords positioned and secured to eliminate trip/fall/slip hazards?			
5. Are aisles, windows, doorways, and other means of egress unobstructed?			
6. Are adequate fire extinguishers mounted and inspected?			
7. Is the guard on the paper cutter locked in place when not in use?			
8. Are file cabinets bolted together and/or to the wall?			
9. Have all employees reviewed the "Office Safety Rules"?			
10. Are computer, monitors, keyboards setup and adjusted with good "ergonomics"?			
11.			
12.			
13.			
14.			
15.			

If No's are checked, follow up is required. The principal should designate the appropriate corrective action, such as a work order.

Inspector

Date