

2.2 OFFICE SAFETY

Catastrophic Risks

The greatest catastrophe associated with an office environment is fire.

Common Hazards

Most frequently reported accidents include:

- ?? Slips/trips/falls involving spilled liquids, foreign objects and electrical cords
- ?? Struck by/against file cabinets, furniture and equipment
- ?? Cuts from paper cutters
- ?? Falls from chairs
- ?? Back injuries from moving heavy objects
- ?? Exposure to classroom chemicals

Accident Prevention

To minimize the potential for accidents to occur in office and classrooms, these procedures should be followed:

- ?? All school community staff should review the "Office Safety Rules" with his/her supervisor and sign the bottom of this form to indicate their understanding. This signed form should be forwarded to the School Personnel Office to be maintained in the individual's personnel file.
- ?? A formal documented inspection should be completed monthly, using a checklist developed by the office staff. A sample checklist is provided in this manual which can be adapted for use. Completed inspection checklists should be maintained by the supervisor for a period of three years.
- ?? Any students or volunteers who will regularly work in an office should be trained in "Office Safety Rules".

Other Considerations

- ?? Use, storage and disposal of office chemicals (copier, toner, inks, white-out | , duplicating solvents and mimeograph inks) should comply with manufacturers' recommendations.
- ?? There should be restricted access to office areas by students or outside visitors. Offices should be clearly defined by doors, furniture and/or signs.
- ?? Lock all sensitive materials file cabinets.
- ?? In the interest of good fire protection, paper, cloth or other combustibles should not be stored on near or on heat/ignition sources.
- ?? Proper precautions should be taken with small electrical appliances; follow manufacturers' recommendations - especially for coffee pots, hot plates, typewriters, and computers.
- ?? Indoor air quality should be reviewed with HVAC personnel to ensure proper air changes, ventilation, filter change schedule, etc.
- ?? Computer workstations should be evaluated to ensure proper "ergonomic" setup and adjustment.
- ?? Good general housekeeping/orderliness should be maintained.

OFFICE SAFETY RULES

1. Telephone and electrical cords should not be in aisles, walkways or any other means of Egress.
2. Insure that the guard on the paper cutter is positioned appropriately when not in use.
3. Be aware of the school's evacuation plan and of at least two means of egress from the building.
4. Report and/or remove any floor mats or rugs with curled or torn edges. Also, report any hazards of stairs, steps or floors which may result in a fall.
5. Report any deficient chairs or desks.
6. Keep all legs of the chair firmly on the floor. (Don't tip back on two legs!)
7. Never have more than one drawer of a file cabinet open at one time (the weight of more than one open drawer may compromise the stability of the file cabinet).
8. Never climb on shelves, chairs or other furnishings to reach items in high places. Use a step stool.
9. Insure that storage shelves are bolted to the wall and/or that file cabinets are bolted together/or to the wall.
10. Contact Maintenance to remove any electrical cords which are frayed.
11. Do not relocate furniture or other heavy equipment. Contact the Maintenance Department for assistance.
12. Report any exterior hazards (slippery steps, sidewalks, inadequate lighting, etc.).
13. Avoid using temporary wiring, such as extension cords.
14. Turn off small appliances at the end of the day.

Staff Signature

Date

OFFICE SAFETY INSPECTION (sample)
SCHOOL _____

1. Are restricted areas of the office clearly defined as such by doors, furniture and/or signs?
Yes/No
2. Are paper, cloth and other combustibles stored away from heat/ignition sources? *Yes/No*
3. Are office chemicals used, stored and disposed of according to manufacturers' recommendations? *Yes/No*
4. Are telephone and electrical cords positioned and secured to eliminate trip/fall hazards? *Yes/No*
5. Is the guard on the paper cutter locked in place when not in use? *Yes/No*
6. Are aisles, doorways and other means of egress unobstructed? *Yes/No*
7. Are all chairs, desks and other furniture free of broken parts and in good condition?
Yes/No
8. Are file cabinets bolted together or to a wall? *Yes/No*
9. Are storage shelves bolted to the wall? *Yes/No*
10. Is a step stool available to assist staff and students to reach items in high places? *Yes/No*
11. Are all electrical cords unfrayed and in good condition? *Yes/No*
12. Are floor mats and rugs free of tears, curled edges and other deficiencies? *Yes/No*
13. Are computers, monitors, keyboards setup and adjusted with good "ergonomics"
14. Have all staff/students reviewed the "Office Safety Rules"? *Yes/No*
15. If No's are checked, follow up is needed. The principal should designate the appropriate corrective action, such as a work order.

Inspector

Date