



Minnesota Counties Intergovernmental Trust

INJURY PREVENTION

Quick Review of Safety

Office Housekeeping

REDUCING SLIP, TRIP AND FALL HAZARDS

- Keep all walkways, stairways and door exits clear. Don't leave file drawers extended into walkways.
- Keep loose papers, boxes, backpacks, brief cases, etc. away from places you or others could trip over them.
- Pay attention to where you place items such as brief cases, backpacks or boxes so that they do not become a tripping hazard.
- Keep cords tidy under workstations and move or cover cords extending across walking areas.
- Floor mats, carpets and entry rugs should be monitored for signs of wrinkling, curling and damage.
- Promptly clean up any spills or messes if you can do so safely. Promptly report blood or unknown spills.

REDUCING FIRE HAZARDS

- Fire extinguishers, sprinklers, first-aid stations, automated external defibrillators (AEDs) and electrical panels must be left unobstructed.
 - Electrical panels must have at least 36 inches of clearance in front of the panel.
- Avoid storing items in boiler or mechanical rooms.
- Avoid placing combustible materials close to heat sources.

REDUCING OTHER HAZARDS

- When storing items, ensure the material is stable and not protruding from shelves.
- Maintain clearance around air vents.
- Put trash in appropriate containers. Keep desk, breakroom, and work areas clean.

This document is intended for general purposes only and should not be construed as legal or coverage advice on any specific matter.



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