



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.



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