

DATE: 10/6/2022

TOOLBOX TALK

OFFICE SAFETY

With this toolbox talk we will discuss how to keep a clean and safe office environment.

Storage:

A common problem found in offices is a lack of space. But a lack of space should not be used as an excuse to improperly store boxes, copy paper, etc.

- **Storage of Office Materials:**
 - Keep all storage of combustible materials (cardboard, paper) to an absolute minimum as they can pose both a fire and trip hazard.
 - Never store combustibles near electrical outlets.
 - Place heavier objects on lower shelves.
 - Ensure all shelves are sturdy and will be able to handle the load
 - Never block hallways, doors, and stairwells with stored office materials
 - There should always be clear access to electrical panels, fire extinguishers, AEDs, and fire pull stations.

Common Office Injuries:

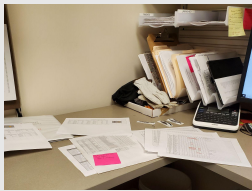
- **Slips, Trips and Falls** are the most common cause of office injuries:
 - Slipping on wet/slick floors (Clean up any spills immediately)
 - Tripping over electrical cords/wires, open cabinet doors (Secure cords/drawers)
 - Damaged flooring (Report any loose tiles, frayed/torn carpeting etc. to Facilities)
 - Objects stored on the floor (Utilize shelf/desk space wherever possible)
 - Using a chair/box for a stepladder (Always use a stepladder)
- **Struck By or Striking Objects:**
 - Bumping into doors, open drawers etc.
 - Bumping into other people while walking
 - Struck by suddenly opened doors or falling objects
- **Overexertion and Strains:**
 - Picking up a load incorrectly (Refer to our Lifting Safety Toolbox Talk for additional information)
 - Repetitive Stress injuries resulting from your workstation (Refer to our Computer Ergonomics Toolbox Talk for additional information).

Group Discussion Topics:

- Assess your workstation and correct all possible hazards.
- Is anyone in the office experiencing discomfort at their workstation? Contact FSRM for an ergonomic evaluation of your workstation.
- Understand all evacuation routes from your office and where all the safety equipment is located (Fire Extinguishers, First Aid kits, AEDs, etc).



Know where to find the first-aid kit in case of injury.



Take the time to clean and sanitize your workstation as needed.

**FACILITIES
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