

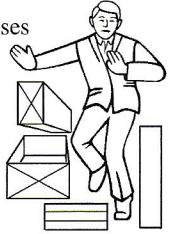


Job Name: \_\_\_\_\_ Job Site Location: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Foreman/Supervisor: \_\_\_\_\_

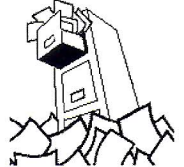
**Topic 180: Office Safety (Part A)**

**Introduction:** Today's busy offices are filled with many unrecognized hazards. If offices are attached to production shops or warehouses the office staff may frequently come into contact with the same hazards as the production crews. Even buildings that house only office operations contain risks that are inherent to the office environment.



**Work Environment:**

- Equipment producing UV rays must be properly shielded.
- All work areas must be clean, sanitary, orderly, and adequately illuminated.
- Combustible scrap, debris, and waste must be stored safely and removed from work areas at regular intervals.
- Facility must remain clean and free of hazards including dust, chemicals, radiation, heat, cold, and excessive noise levels.
- Do not open more than one file cabinet drawer at one time.
- Store paper cutters with the blade down when not in use.
- Use team lifting techniques for all heavy lifting operations in the office.
- Keep all outside walkways and stairs clean, free of ice, and dry.
- Wear appropriate footwear for your work situation.



**Emergency Information Postings:**

- Be sure to review emergency phone numbers; post emergency numbers where they can be easily and readily found in case of emergency.
- Review and practice fire evacuation procedures; post all procedures and maps in conspicuous locations throughout the office.
- Review, practice, and post special shelter locations (tornado, hurricane, earthquake, fall-out, etc.).
- Emergency information must be posted in every area where hazardous waste is stored.
- Review and post Material Safety Data Sheets (MSDS). MSDS sheets should be located in the office and readily available to all employees.

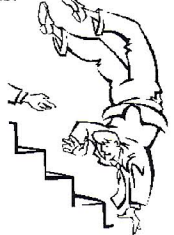
**Fire Prevention/ Control:**

- Fire alarm systems must be tested (with logged results) regularly and according to the manufacturer's specifications.
- Cleaning solvents must have a flash-point above 100° F. Properly store solvents and flammable liquids in approved storage below waist level.
- All fire doors and shutters (in ductwork) must be in good operating condition with fusible links in place.
- All automatic fire control sprinkler system water control valves, air and water pressure valves are to be checked as required.
- Fire control sprinkler heads must be kept clean, with proper clearance maintained below, and protected against damage.
- Appropriate fire extinguishers must be mounted, located and identified so as to be readily accessible to all employees. They must be inspected and recharged regularly with notations made on the inspection tag.



**Walkways:**

- Standard guardrails are required when aisles, stairs, or walking surfaces are elevated more than 48" above adjacent ground levels.
- Sufficient lighting must be provided for all walkways
- Keep walkways free of trip hazards such as electrical cords, debris, and obstructions.
- Pits and floor openings shall be covered or guarded.
- All materials and equipment shall be stored in such a manner that any obstructions will not interfere with walkway and exits.



**Exits:**

- Exits from each floor, and from the building itself, must be appropriate to the building occupancy load.
- Exits must be properly marked, lighted, and kept free of any and all obstructions.
- Doors that may be mistaken for exits must be appropriately marked. (NOT AN EXIT, TO BASEMENT, STORE-ROOM, etc.)



**Conclusion:** Other considerations that must be given to a safe office environment are work-station ergonomics, electrical systems, stairways, and indoor air quality. These topics shall be covered in *Office Safety (Part B)*.

**Work Site Review**

Work-Site Hazards and Safety Suggestions: \_\_\_\_\_

Personnel Safety Violations: \_\_\_\_\_

**Employee Signatures:**

*(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)*


*These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.*