

# Office Safety

## FIRE HAZARDS

### Ensure

that multi-plug extension leads have circuit breakers or install more sockets.



### Never

overload electrical sockets.



### Keep

all sources of flame away from waste paper containers.



### Ensure

you switch off and unplug all electrical equipment not in use.



### Know

the location of fire extinguishers and how they function.



### Familiarise

yourself with evacuation routes.



Although office spaces are generally considered to be safe, they can be dangerous environments if a few simple precautions aren't taken. The simple guidelines below will help keep your office safe.

## TRIPS, FALLS & COLLISIONS

### Ensure

all dangling telephone wires and other cables are housed in cable protectors.



### Clean up

any spillages as soon as they occur.



### Keep

all walkways and hallways clear.



### Be aware

of any loose carpets, lino or tiles.

### Never

stand on desks or chairs.



### Always

use a stepladder or foot stool.



### Walk

around corners slowly.

## OFFICE EQUIPMENT

### Ensure

all filing cabinets are secured to each other, the wall or both.



### Avoid

injuring fingers, by closing all filing cabinet drawers with the handle.

### Avoid

top loading. Balance all file loads evenly through cabinet drawers.



### Do not

leave filing cabinet drawers open.

### Avoid

the risk of injury when reaching into a desk drawer, keep sharp items such as knives, scissors and drawing pins in a separate container.



### Remove

any dangling jewellery, scarves and ties when working around machinery. Also ensure long hair is tied back.

