

NBSIA Member Services Safety Bulletin

July 2018

MINIMIZE OFFICE HAZARDS



A surprising number of hazards can be present in an office workplace. From slips to eyestrain to fires, follow these steps to reduce the risk of injury in your office.

Slips, Trip and Falls

- Keep walkways clear of tripping hazards such as boxes, files, cords and other items.
- Use a stepladder to reach heights. Standing on chairs, desks or counters is a significant fall hazard.
- Install convex mirrors in hallways or intersections to prevent employees from colliding.
- Place mats on slippery surfaces, especially at entry ways, to prevent puddles in the rainy season.

Struck/Caught By

- Close drawers when not in use. File cabinets with extended drawers could tip over—and also pose a tripping hazard.
- Store heavy objects close to the floor. Never exceed the load capacity of shelves or storage units.

Ergonomics

- One size does not fit all. Adjustable chairs, keyboard trays and other equipment can prevent injuries.
- If needed, use a footrest to ensure feet rest flat.
- Use a document holder to prevent neck strain from looking up and down.

Vision

- Place computer monitors slightly below eye level and 18-30 inches from eyes.
- Do not place monitors opposite of windows, which causes glare. If you cannot move the monitors, keep blinds closed or use a screen glare reduction filter.
- Have your eyesight tested annually. Prolonged use of computers screens may cause eye strain.
- Small font sizes can strain both your vision and your neck. Zoom in or adjust your display settings.
- Rest your eyes. Look away from the screen and focus on items at varying distances.



Fire Safety

- Replace cords that are frayed or have exposed wire. Never use cords if the third prong has been damaged or removed.
- Do not overload outlets. Only use extensions cords temporarily, never use them as permanent wiring.
- Never place objects within 18 inches of ceiling sprinkler heads, as this blocks water flow.
- Keep emergency exit routes clear. Never prop open a fire door, not even temporarily.



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