

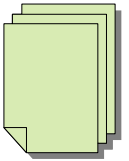
## CLEAN AND SAFE OFFICE AREA

Injuries in the office area are often the result of “Bad Housekeeping”. It is the responsibility of all the staff to perform daily/weekly/monthly housekeeping. Housekeeping will reduce the chances of injuries, as well as decrease the potential of allergic reactions to dust/mold and help to prevent illnesses.

### **Paper Clutter**

Paper and materials on floors or piled precariously on desks and tables can cause injury. In addition to the level of stress that accompanies an untidy office, paper clutter is a safety hazard. Paper is highly flammable (particularly if stored next to an electrical outlet) and stacks of paper have the potential of falling off shelves or file cabinets creating a slip and fall or possible injury.

- Work areas should be free of paper clutter at the end of each day.
- Old files should be removed to maintain space for active files.
- Implement a paper recycling program to cut down on paper clutter and build up.



### **File Cabinets Hazards**

Head, leg and body injuries can be the result of the misuse of file cabinets.

- Open drawers should never be left unattended.
- All file cabinets drawers should be closed when not in use.
- Post signs reminding employees to close drawers.
- Only one drawer should be open at any given time.

### **Electrical cords**

Faulty or damaged electrical cords can cause injuries, fire and equipment damage.



- Electrical cords should be inspected monthly for cracks, open wires and possible outlet overloads.
  - If damage is found turn off equipment immediately and contact supervisor.
  - Electrical cords should not obstruct walkways, desk chairs, etc.
- Supply electrical outlet strips equipped with a breaker switch.

### **Dust**

Electrical components attract dust. The dust and dirt can accumulate on the ventilation system of the component. This increases the possibility of a fire and shortens the lifespan of the unit.

- Electrical equipment (computers, calculators, TV's, keyboards, etc.) should be cleaned and an effort made to reduce the accumulated dust on a weekly basis.

### **Toxic Chemicals & Cleaning Supplies**

Storage and use of toxic chemicals and cleaning supplies can be problematic particularly if these chemicals are reactive when combined.

- Toxic chemicals and cleaning supplies should be clearly marked and stored in spill-proof containers.
- Cleaning supplies and toxic chemical should be stored in separate cabinets.
- Post chemical warning signs on cabinets.
- Before use, read the MSDS for each chemical.
- Post poison control phone number.



### **Food**

Drinks and other food pose a hazard if spilled on electrical equipment, desk or floor. Electrical injuries, permanent equipment damage and increased slip and falls can result.

- Employees should be discouraged from storing food in their desks or in places not specifically designed for food storage or consumption.
- Clean up spills immediately.
- If liquids have been spilled on electrical equipment, immediately unplug the unit. Contact your supervisor to report the incident so that repair and data back-up can be performed immediately, if necessary.