



GENERAL OFFICE SAFETY

When working in offices, be aware of hazards to avoid potential injuries. Report any safety concerns to your supervisor or local facilities group for building-related issues.

Safety Checklist for the Office*

Fire and Electrical Hazards

- Electrical outlets are not overloaded.
- Appliances are plugged directly into electrical wall outlets.
- Multiple extension cords/power bars are not plugged into one another.
- Exercise caution when using heat sources to prevent scalds/burns.
- Do not place objects against hot surfaces.
- Fire extinguishers and first aid kits properly maintained and accessible.
- Clear path of entry/exit and walking routes are clear and unobstructed.

Ergonomics and Slips, Trips & Falls

- Clean up spills quickly.
- Cords are tucked away and secured.
- Use proper lifting techniques. Contact your local Campus Moving or facilities group for help moving heavy items.
- Workspaces are well lit and glare-free.
- Secure rugs and carpets.

Furniture, Equipment and Material Hazards

- Furniture and equipment free of defects and rough edges.
- Sharp objects are stored separately and have proper guarding.
- Step stools/ladders in good condition.
- Light fixtures and ceiling tiles secured.
- Use caution when closing drawers to prevent pinching. Drawers kept closed when not in use.
- Filing cabinets, drawers and shelves are not overloaded. Heavier items are not stored at the top.
- Garbage/recycling bins are emptied regularly. Keep areas clean and clutter-free.

* This list provides general guidance only and is not intended to be exhaustive.



Questions?

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