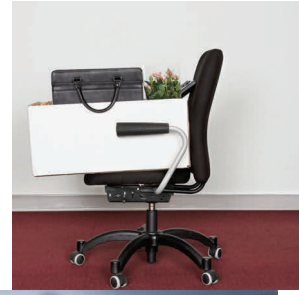


General Office Safety

Potential hazards in office environments:

- ⇒ Collisions with furniture and equipment
- ⇒ Lifting and/or moving furniture and equipment
- ⇒ Injuries from sharp tools (scissors, paper cutter)
- ⇒ Burrs (rough edges) on metal equipment
- ⇒ Torn or loose floor coverings
- ⇒ Slippery floors (spills, too much wax, throw rugs)
- ⇒ Unsafe portable steps or ladders
- ⇒ Damaged or broken furniture or equipment
- ⇒ Improper guards/electrical grounding on equipment
- ⇒ Slips, trips and falls



Mitigate these Hazards by:

- ⇒ Reporting all office hazards to a supervisor immediately
- ⇒ Keeping a clean, clutter free and organized work area

