

SAFE WORK PRACTICES

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**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

GENERAL: All work performed in office and administrative areas must be conducted using safe work practices, and areas must be maintained free of recognized hazards.

1. Guard the sharp edges of furniture to prevent personal injury. Keep desk "pull-out" writing surfaces closed when not in use.
2. Practice good housekeeping. Keep floors free of items that might cause tripping. Keep waste cans out of the way; do not overfill them.
3. Prevent slipping accidents by cleaning up spills immediately.
4. Report all defects such as loose tiles, broken steps, railings and doors immediately to the supervisor.
5. Do not participate in horseplay.
6. Keep razor blades, tacks and other sharp objects in closed containers.
7. Use the proper tool for the job at hand (e.g. a staple remover to remove staples).
8. Do not overload electrical outlets. Do not plug a multiple outlet strip (an extension cord with multiple electrical receptacles) into a second multiple outlet strip.
9. Report immediately any damaged electrical cords, broken switches, loose connections or bare wires to the supervisor.
10. Unplug any office machine that smokes, sparks or delivers an electrical shock. Have it inspected by the appropriate repair personnel.
11. Avoid overloading the top drawers of filing cabinets to avoid the possible tipping of the cabinet when the drawers are opened. Open only one drawer of the file cabinet at a time to prevent tipping. File cabinets should be placed where their use will not interfere with office traffic patterns.
12. Keep file and desk drawers closed when not in use.
13. Be sure to use proper lifting techniques. Make arrangement with personnel, skilled in moving, to shift furniture and other heavy objects.

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14. Do not lean too far back in chairs. This may result in over-balancing and a fall.
15. Use only stools or ladders for climbing. Don't stand on swivel chairs or use them as step stools.
16. Be careful with flammable liquids. Only the quantity needed for use should be in the work place. They should be kept and used in a ventilated area, away from excessive heat or ignition sources.
17. Power switches must be off, or the cord unplugged, when electrical equipment, such as a typewriter, is being cleaned or serviced.
18. Office doors must be kept free of obstructions at all times to permit emergency egress.
19. Jewelry, long hair and clothing must be kept clear of moving parts of all office machines.
20. If it is necessary to run a cable or electrical cord across the floor, a cable cover or tape must be used to protect the wiring and prevent tripping.
21. Do not cover air vents or obstruct air flow from registers. Do not place furniture, equipment or materials in locations that will interfere with air movement around thermostats.
22. Report any observed pest control problems to the supervisor. Never attempt to apply any pest control chemical yourself.
23. Don't run with scissors! 😊