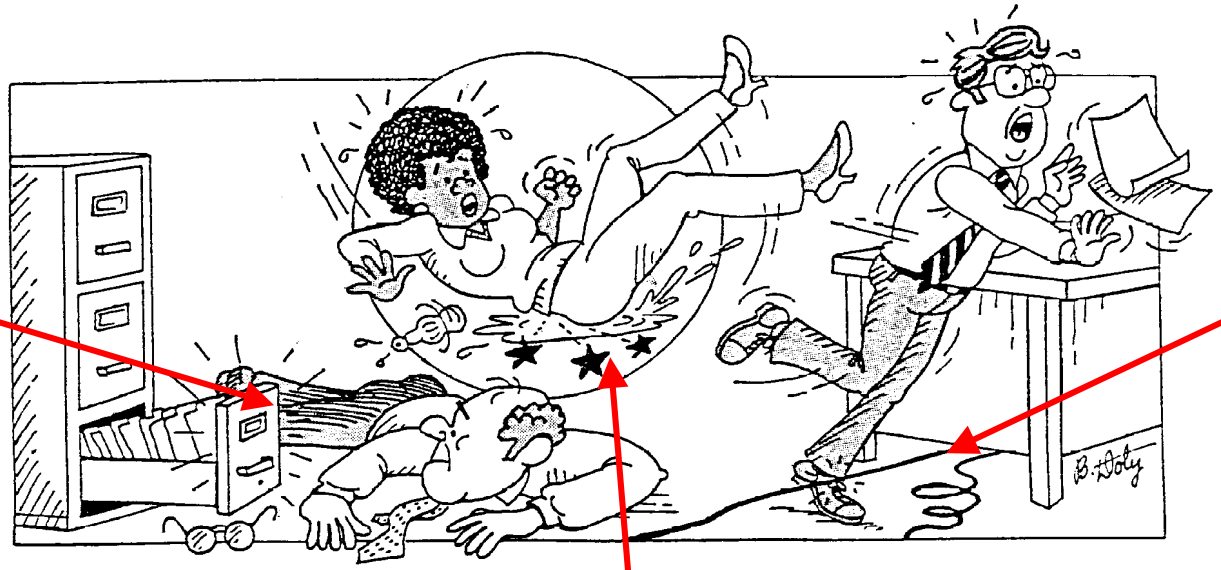
Safety in the Office

What do I need to be concerned about in an office?

Offices are generally low risk environments but there are lots of hazards in the office environment, which if unchecked can lead to an accident.

SLIPS, TRIPS AND FALLS

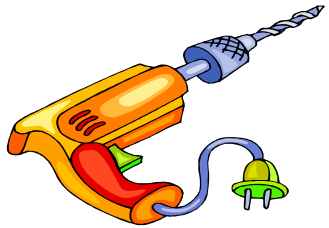
ALWAYS CLOSE FILING CABINET DRAWERS!



BEWARE TRAILING CABLES! AND KEEP WALKWAYS CLEAR

ALWAYS MOP UP SPILLS!

ELECTRICITY



Defective plugs, sockets and leads cause more electrical accidents that the appliances themselves. Offices are generally less dangerous that other workplaces but remember these rules:

- **DON'T overload sockets or use extension leads.**
- **Make sure Portable Electrical Equipment is tested in line with Council Policy**
- **Carry out visible inspections of plugs and leads – DON'T use them if you're in doubt and REPORT it to your manager**

HOUSEKEEPING AND FIRE SAFETY

Poor housekeeping can increase the risk of fire, make sure you follow these tips to stay safe:

- **DON'T block fire exits or store anything in escape routes, remember in a fire it may be smoky and dark, boxes and coat stands etc. blocking the exit routes can hinder escape.**
- **Keep paper and documents stored away when not in use, paper and boxes are combustible and will feed any fire that may start**
- **Don't store anything under your desk; restricted room for your legs can cause problems with your posture.**

ENVIRONMENT

Maintain a safe and Healthy working environment:

- **Room temperature should be at least 16 °C where people work sitting down**
- **Make sure you have adequate light to avoid problems of visual fatigue**

Last updated on 29th March 2005