

MINUTE FOR SAFETY

A Safety and Health Bulletin
From Gallagher National Risk Control

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Gallagher National Risk Control

produces Minute for Safety, a monthly electronic publication promoting safe work places for clients in all industries. Each bulletin briefly highlights important safety tips that can also be shared at your facility during team huddles. Content is available in both English and Spanish to ensure this valuable content can be shared throughout your organization.

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Office Safety

Many people think working in an office is really safe, but to keep it that way, we need to be careful about hazards, keep things tidy and follow safe work habits. Make sure your office has clear paths and aisles, especially near exits. Secure tall and heavy furniture to the wall to prevent it from tipping over during an earthquake. Avoid storing heavy items or hanging pictures above your head in your office or cubicle. Always close file cabinet drawers, doors and pull-out tables when you're not using them. To prevent hurting your fingers or hands, make sure drawers don't open into walls or other furniture. Close drawers and doors using the flat part of your hand.

To prevent falls, keep walkways and floors free of trash, cords, cables and other items. Clean up your work area after each project and throughout the day. If you spill something, clean it up right away and put up a "wet floor" sign until it's dry. Walk slowly and pay attention to what's around you. Use handrails when going up and down stairs. Wear shoes with non-slip soles and a back strap for safety. Store supplies properly to keep the workplace safe. Put heavier items on lower shelves and lighter ones on higher shelves. Keep a sturdy step stool handy to avoid reaching too high. Use good body mechanics when lifting and moving things. If you feel uncomfortable at your desk or while doing other tasks, ask your supervisor for an ergonomic evaluation.



Only use approved electrical equipment in the office. Check cords and plugs for any damage before using them. Don't use extension cords as a permanent power source; get an extra outlet if needed. Avoid connecting multiple extension cords and surge protectors together, as this can overload outlets and cause fires. Regular safety checks can help keep your office safe. Report any hazards to your supervisor quickly and ensure they are fixed as soon as possible. Be ready for emergencies in your building. Know the emergency procedures, evacuation routes and assembly area. Learn how to use a fire extinguisher and when it's safe to do so. Keep exits and aisles clear for quick evacuation.



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