Toolbox Talk – Office Safety

Toolbox Talks are intended to supplement training as safety and health discussions on the job site.

Introduction

It is amazing how many people who work in offices take safety for granted. Most people think of a construction site or factory when they think of safety. Well, that's not the way it should be. Granted, construction sites and factories are potentially extremely dangerous; but offices can be too, especially when no one considers safety.

Tips to avoid common office injuries:

- ☐ Avoid walking and reading at the same time. If it is important enough to read, then stop and read it.
- ☐ Never leave file cabinets open and unattended; not even for a minute. How long does it really take to open a file cabinet?
- ☐ Never run in the office. Nothing is so important that you must risk running into a co-worker.
- ☐ When using stairs, please remember to use the handrails.
- ☐ Leave your shoes on. If your shoes are too uncomfortable to wear all day, then wear different shoes. Running around the office barefoot is a sure way to stub a toe or pick up a staple.
- ☐ When you must carry files, don't carry more than you are capable of. If you're grunting or your muscles get tired, you're carrying too much. Use a cart or make more trips.
- ☐ Avoid placing extension cords on the floor. These are tripping hazards and can also become fire hazards.
- ☐ Never, ever put your fingers in an automatic stapler or stamper. Always unplug it before you try to unjam it.
- ☐ Always keep aisle ways clear. Never stack boxes or supplies in aisle ways or in front of egress paths. Never arrange offices with desks in front of exits.
- ☐ Avoid bending at the waist when accessing low files. If you must access low files, either stoop down or get on your knees.
- ☐ Avoid twisting and reaching for files or other materials in your work station. Move your whole body to prevent back strain.
- ☐ Know where the fire exits are and where to go if you need to evacuate the building.

Although offices are not considered to be "high hazard" work environments, injuries happen when risks are not controlled or when people get careless. Practice safe work habits at all times. Know where the office first aid kit is kept, and who has been trained to administer first aid. Lastly, make sure you understand the emergency procedures for dealing with fires, earthquakes, tsunamis, and power failures.

Employer Flexible Safety Library

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Trainer:_____

Employee Participants:

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