



## General Office Safety

When we think of workplace injuries, an office setting is not the first image that comes to mind. While administrative work is generally thought of as low-risk, safety should still be a priority. It was reported in 2012 that there were 64,280 cases of office injuries. An injury to an employee can not only disrupt operations but both increase your workers compensation premiums and decrease employee morale. Employees that feel safe and cared for are typically happier and tend to stay with their companies longer.

Create an accident reporting and investigation procedure and be sure every worker is trained on it. Many times, your employees are the first to spot accidents waiting to happen! Listen to them and provide them with a means of reporting damaged equipment or unsafe areas in the workplace. Remedy any hazardous conditions as soon as possible and perform monthly walk throughs to spot issues before they have a chance to become dangerous.

### Common Injuries

- Slip and Falls
- Musculoskeletal injuries
- Eye Strain
- Over exertion

### Slips, Trips, and Falls

- Keep walkways clear and free of clutter. All items should be neatly stored away
- Use carpeting to create a slip-resistant flooring. Hard floors can become slippery when wet so placing carpets down can help keep areas like entryways from becoming a slip and slide!
- Install convex mirrors around blind corners to prevent employees from running into each other
- Never allow workers to stand on rolling office chairs to reach something. Provide step ladders and train each employee on their safe usage
- Never run electrical cords across walkways. They should always be tucked neatly out of the way
- Be sure drawers and filing cabinets are always kept closed when not in use

### Musculoskeletal

- Provide adjustable equipment such as chairs, monitor stands, work surfaces, etc. to accommodate each individual worker
- Use document holders to prevent eye and neck fatigue. Place the document holder at the same height and distance from you as your computer monitor
- Keep the keyboard and mouse at the same level
- Train workers on how to use their equipment properly

## Eye Strain

- Provide individual task lighting at each workstation if better lighting is needed. Many times, fluorescent lighting used in office settings are too bright and can cause vision problems
- Avoid placing computer monitors opposite windows as the light can create glares on the screen or close blinds and shades. A glare reduction filter can also be used
- Increase the font size on your computer so you don't need to strain your eyes or neck to see
- Take a break every hour to focus on something other than your computer screen

## Over Exertion

- Whenever possible, use a hand truck or trolley to lift and move heavy objects
- When lifting, squat down toward the floor, grasping the object with both hands and lift back up using your legs. Be sure to keep the object close to your body and your back straight
- Stack heavy boxes or objects close to the floor. If the object is something that is going to be moved often, store it on a shelf at chest height to make lifting and moving easier. Be sure to never overload the weight capacity of the shelf
- Ask for help if something is too heavy or out of reach for you to safely move it



## For More Information:



## RISK SERVICES DEPARTMENT

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