Office Hazards Checklist

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| **DO:** |  |
|  | Be careful with knife cutters, razor blades, scissors, and other pointed objects that could cause injuries. |
|  | Be sure file cabinets aren't top-heavy. |
|  | Carefully put out cigarettes and matches in ashtrays. |
|  | Check container labels and safety data sheets before using office chemicals. |
|  | Check that fire extinguishers are inspected regularly. |
|  | Keep file and desk drawers closed. |
|  | Know where fire extinguishers and first-aid kits are kept. |
|  | Know whom to contact and where to go in an emergency. |
|  | Make sure plugs match their outlets. |
|  | Put materials and papers away when not in use. |
|  | Replace electrical cords when insulation frays. |
|  | Report poor lighting or missing handrails on stairs. |
|  | Report slippery or uneven floor surfaces, torn carpet or linoleum. |
|  | Stack cartons and supplies carefully so they won't fall. |
|  | Use a ladder or stepstool, rather than standing on furniture or boxes, to reach high places. |
|  | Use dollies and similar equipment to move large or heavy items. |
|  | Use proper lifting techniques that let the legs, not the back, do the work. |
| **DON'T:** | |
|  | Block emergency exits. |
|  | Carry loads you can't see over. |
|  | Leave combustible trash in open containers. |
|  | Leave containers of chemicals open. |
|  | Leave cords, boxes, and other materials in aisles. |
|  | Overload electrical outlets. |
|  | Run in aisles, halls, or on stairways. |
|  | Smoke in unauthorized areas. |
|  | Throw objects or engage in horseplay. |
|  | Use extension cords unless necessary. |

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