



## Office Hazards Checklist

### 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.

