

# Make Office Safety a Top Priority



Maintaining a safe and injury-free workplace is everyone's responsibility. Be sure to keep the following safety tips in mind!

## ALWAYS

- Report slippery/uneven surfaces or damaged flooring.
- Keep file and desk drawers closed.
- Stack cartons and supplies carefully.
- Be sure file cabinets aren't top-heavy.
- Replace frayed electrical cords immediately.
- Report poor lighting or missing handrails.
- Make sure plugs match their outlets.
- Check container labels and safety data sheets before using office chemicals.
- Be careful with sharp objects like knives, box cutters, razor blades, and scissors.
- Know whom to contact and where to go in an emergency.
- Know where fire extinguishers and first-aid kits are kept.
- Use dollies and similar equipment to move large/heavy items.
- Use proper lifting techniques.
- Use a ladder or step stool to reach high places.

## NEVER

- Leave cords, boxes, and other materials in aisles.
- Use extension cords.
- Overload electrical outlets.
- Leave combustible trash in open containers.
- Leave chemical containers open.
- Do not block emergency exits.
- Carry loads you can't see over.
- Smoke in unauthorized areas.
- Run in aisles, halls, or on stairways.



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