

## OFFICE SAFETY

### SWP-011

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#### 1.0 Purpose

- 1.1 To provide workers with guidelines to work safely in the office environment.

#### 2.0 Fire and emergency

- 2.1 Review the Corporate Office Building Emergency and Evacuation Plan.
- 2.2 Know the nearest emergency exit route; and, an alternate route from your work area(s).
- 2.3 Know the location of the nearest fire alarm pull station.
- 2.4 Know the location of the nearest portable fire extinguisher. Only use an extinguisher if you are trained.
- 2.5 Know who the first aid attendants are for your work area(s); and, how to contact them.

#### 3.0 Getting from the vehicle to the office

- 3.1 Use extra caution during periods of poor weather; and, throughout the winter season.
- 3.2 Wear footwear adequate for the walking surface(s) encountered.
- 3.3 Be aware of potholes, cracks, uneven surfaces, etc.
- 3.4 Be aware of traffic in the parking lot; ensure that you can be seen by vehicle operators.
- 3.5 Be aware of wet floors in the office; clean up or mark the area.

#### 4.0 Guidelines

- 4.1 Ensure electrical cords are in good condition.
- 4.2 DO NOT overload electrical circuits.
- 4.3 Use space heaters as directed by the manufacturer; and, do not use near combustible materials (paper, cardboard, fabrics, etc.).
- 4.4 Keep floors and aisles clear of materials and liquids.
- 4.5 Keep drawers and cupboard doors closed when not in use.
- 4.6 DO NOT open more than 1 drawer at a time on a filing cabinet.
- 4.7 Keep rugs clean, secured, and in good repair.
- 4.8 Ensure that materials on shelving are secured from falling.

- 4.9 Look where you are going when walking around the office.
- 4.10 Use the handrails when using the stairs.
- 4.11 When working alone in the office (e.g., after hours), check in/out with SCC is recommended.

## **5.0 Ergonomics**

- 5.1 Sit upright in your chair, with your feet touching the floor when you're working at your desk.
- 5.2 Ensure chairs are in good repair and adjusted to correct height.
- 5.3 Adjust computer monitors to correct height.
- 5.4 Before sitting down, look to make sure your chair is beneath you and hasn't rolled away.
- 5.5 Have a competent person assess your work area to identify potential ergonomic issues.

## **6.0 Material handling**

- 6.1 Obtain assistance when lifting heavy objects.
- 6.2 Ensure a good grip before lifting.
- 6.3 Use proper lifting techniques.
- 6.4 When carrying materials from one place to another, ensure that you can see directly in front of you.
- 6.5 Ensure that handcarts, dollies, and trolleys are in good condition; and, used properly.

## **7.0 Office equipment**

- 7.1 Ensure that all office equipment and tools are in good condition.
- 7.2 Operate equipment and tools as directed by the manufacturer.
- 7.3 Store paper cutter blade in the closed and locked position.
- 7.4 Keep loose clothing clear of the paper shredder.

## **8.0 Reference documents**

YEC SWPs:

- SWP-006; Use of (Portable) Fire Extinguishers
- SWP-006A; Fire Extinguisher Inspection
- SWP-006B; Fire Prevention
- SWP-020; Manual Lifting and Carrying
- SWP-049; Housekeeping
- SWP-052; Office Hygiene