Office Safety

Accidents in the office happen. As part of our Injury and Illness Prevention Program (IIPP), the following protocols have been put in place for our office staff. Office employees are encouraged to participate in company safety meetings and safety committee meetings. Please notify your supervisor or the IIPP administrator whenever you observe a hazard or have recommendations for safety improvements.

* Report all accidents and injuries, no matter how minor, immediately to your supervisor.
* Correct or report any unsafe hazards or activities.
* If you are unsure how to do a task safely, ask your supervisor.
* Do not enter areas outside of your scope of duties (i.e., warehouse or manufacturing) unless you have permission.
* Do not operate any equipment you are not trained on and authorized to use.
* Use of a personal or company vehicle to conduct official company business during working hours requires permission and formal authorization of our driver policy.
* Horseplay, workplace violence and harassment of any kind will not be tolerated.
* Clean up any spilled materials that present a slip, trip and fall hazard.
* Identify wet areas by placing cones, wet signs and/or other warnings.
* Do not stretch any cords into walkways.
* In temporary circumstances, cover the cord with tape or a cord cover to prevent trip hazards.
* Tuck cords away.
* Use a step stool or ladder – do not climb on shelves or stand on chairs.
* Keep all legs of the chair on the floor.
* Your supervisor must approve any personal equipment such as space heaters, back support pillows and exercise balls.
* Turn off and unplug space heaters when not in use.
* Close file drawers when not in use.
* Do not open more than one file drawer at a time – this could cause the cabinet to tip.
* Do not store heavy objects above your head that could fall on you during an earthquake.
* Do not store flammable or combustible materials near heaters or other heat sources.
* If something is too heavy, ask for help and or use mechanical aid when lifting.
* Always follow safe lifting procedures:
	+ Bend your knees, not your back.
	+ Keep the load close to the body.
	+ Keep your back straight.
	+ Lift with your legs.
	+ Do not lift and twist.

**The advice presented in this document is intended as general information for employers.**