**Office Safety Guidelines**

**Responsibility**

All staff are responsible for appropriate safety precautions while in university offices.

**General Precautions**

Lifting

* do not lift or move computers or any other heavy piece of equipment without help
* request physical plant staff assistance when moving file cabinets, desks and similar large and/or heavy items of furniture

Housekeeping

* keep all drawers and chairs pushed in under the desks and tables
* keep aisles, exits and stairs free of obstructions
* keep stored items orderly—if in a sprinkled building nothing should be permitted within 18 inches of a ceiling in order to insure proper operation of the fire sprinkler heads

Slips and Falls

* all electrical power cords should be taped out of the way and not allowed to cross walkways and aisles
* do not stand on chairs with wheels or folding chairs at any time
* keep aisles and walkways clear of debris—paper, paper clips, pencils, pens, etc.
* immediately clean up liquid spills in walkways and aisles
* report worn stair treads, broken floor tiles or broken handrails to physical plant department
* in bad weather, wear footwear with traction soles when running errands to other buildings
* when using a ladder, make sure it’s tall enough—do not use the top two steps on ladders over 5 feet tall

Punctures/Cuts

* when opening letters/packages use regular letter openers or retractable blade box cutters (retract blade when not in use)—DO NOT use knives, razor blades or scissors
* do not use a paper cutter unless a finger guard is firmly in place—be sure to place the blade down when not in use

**Office Equipment**

Printers/Copiers

* keep long hair and loose clothing away from moving parts
* turn off power or unplug the electrical connection when changing a cartridge or toner

Filing Cabinets

* place heavier materials in the lower drawers
* open only one drawer at a time to avoid destabilizing the cabinet

Additional Electrical Outlets/Extension Cords

* contact physical plant--electrical services if additional outlets or extension cords are necessary