

Office Environment Safety Rules

1. Flammable chemicals, such as duplicating fluid, typewriter cleaner, gasoline or paint thinner should not be used as a skin cleansing agent.
2. Electrical or mechanical equipment which is defective shall not be used. Report all such equipment to your supervisor.
3. Select shoes that provide comfort, support, and proper balance.
4. Shoes with heels that are two inches or less in height, with rubber caps to prevent slips and falls, should be worn.
5. Push carts or other wheeled vehicles down the middle of an aisle. Park carts (temporarily) close to a wall and out of the main flow of traffic.
6. Close a drawer to a filing cabinet as soon as you are through with it and before opening another. Use the handle for opening and closing drawers. Do not open more than one of the top drawers at the same time. Heavier materials should be kept in the lower drawers of filing cabinets.
7. Keep fingers away from staple release mechanism when closing the stapler after filling.
8. Keep fingers away from the cutting edge of paper cutters. Lock the paper cutter handle in the closed position when cutter is not in use.
9. Store sharp knives, pencils, letter openers, thumb tacks, and scissors in separate boxes or compartments. If possible, knives should be protected by inserting the blade into an eraser or sheath.
10. Be sure to obtain prompt first aid for paper cuts or other wounds which penetrate through the skin.
11. Do not use electric cords which are frayed or defective. Power cords should be attached directly to the wall or floor outlet whenever possible.
12. Extension cords must not be used to connect permanent electrical equipment. The only exception to this are "fused" multi-outlet strips which are "UL listed."