

OSC | 10
Ohio Safety Congress & Expo

Office safety: More than trips, tips and nips

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Thursday, April 1, 2010 9:15 to 10:15 a.m.



What We Will Talk About Today

- Why Be Concerned?
- Identifying Hazards
- Eliminating Hazards
- Processes/Systems
- Resources

Why Be Concerned?

- Offices are perceived to be inherently safe
- Hazards are overlooked
- Cost of accidents
- Falls/slips is the second most costly claim

Cost of Office Accidents

- The average lost time medical \$17,701
- The average indemnity paid \$13,277
- Loss of production
- Equipment damage
- Other indirect costs



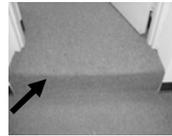


Slips, Trips and Falls

- Same level falls, like slips and trips, make up 65% of fall injuries.
- Falls/slips were the 2nd most frequent workers' comp claim
- Falls can cause serious injuries
- The Office equivalent of the "Near Miss"

Types of Falls

- Same level
- From elevation



Prevention Tips

- Clean spills up immediately. If a liquid is greasy, ensure a suitable cleaning agent is used.
- Use appropriate signs to warn people the floor is still wet and arrange appropriate bypass routes.
- Position equipment to avoid cables crossing pedestrian routes



Prevention Tips

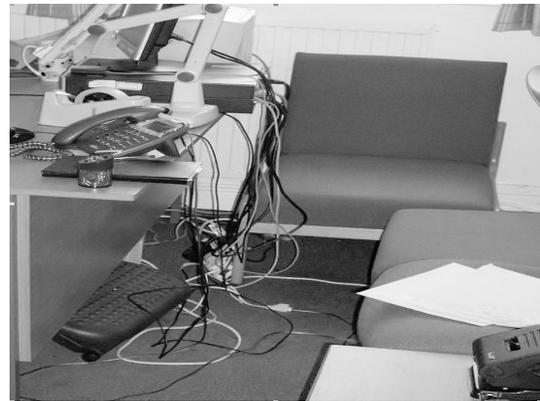
- Use cable covers to securely fix to surfaces
- Remove rubbish from walkways and keep areas clear.
- Make sure any rugs/mats are securely fixed and do not have curling edges.
- If the flooring has slopes, provide hand rails or use floor markings to make people aware.



Electrical Safety

Types of electrical hazards found in an office environment

- Ungrounded equipment
- Overloaded outlets
- Defective, frayed or improperly installed cords for electrically-operated office equipment
- Improper placement of cords



Recommendations

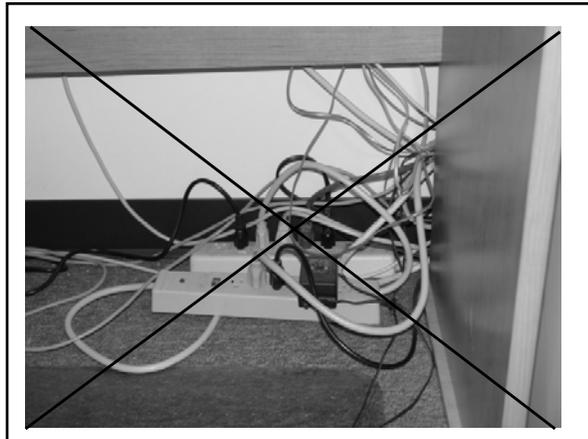


- Be sure to turn off all appliances at the end of the day. Use only grounded appliances plugged into grounded (three prong plugs) outlets.
- If electrical equipment malfunctions or gives off a strange odor, disconnect it and call the appropriate maintenance personnel.
- Promptly disconnect and replace cracked, frayed, or broken electrical cords.



Recommendations

- Keep extension cords clear of doorways and other areas where they can be stepped on or chafed and never plug one extension cord into another.
- Don't fasten extension cords with staples, hang from nails, or suspend by wire.



Step Ladders

- Use ladders properly
- Don't use top step
- Inspect before using
- Don't use chairs instead



File Cabinets

- Open one drawer at a time
- Close drawers after use
- Do not overload drawers



Fire Safety

- No open flames (ex: Candles)
- Stack material no higher than within 18 inches of sprinkler level
- Make sure heaters are unplugged at the end of the day
- Do not store combustibles near a heat source



Emergency Evacuation

- Inspect fire extinguishers
- Train employees
- The fire exits are clearly marked and accessible
- Communicate emergency procedures
- Utilize local resources



Housekeeping

- Keep work areas neat and clean
- Do not over accumulate trash
- Clean up spills immediately
- No food storage except in authorized areas
- No unlabeled containers/MSDS

What's Wrong with This Picture?



What's Wrong with This Picture?



Other Hazards You May or May Not Have Thought Of....

- Indoor Air Quality
 - Address complaints
 - Conduct an IAQ assessment
- Computer Work Stations
 - Do a workstation evaluation
 - Chair, keyboard, foot/leg position, work area, monitor, lighting/glare



• Damaged equipment



Workplace Violence

Workplace Illnesses



A Safety Process for Offices

- Identify a person or team responsible
- Conduct safety walkthroughs
- Develop Preventive Maintenance Programs (PM)
- Address employee concerns

Resources

- www.osha.gov
- www.ohiobwc.gov
- Google office safety
- Consultants



Thank you!

