



What?

- Offices are provided so that people can undertake routine administrative duties such as using a computer, filing, processing or photocopying documents
- They are built to conform to the building regulations and equipped with various safeguards such as fire precautions to make them safe to use, providing these safeguards are properly maintained

Why?

- Offices are usually considered low risk, but accidents often occur because of complacency
- It may not seem a particularly hazardous work environment and compared to a factory or processing site, it is not
- But the typical office can contain many potential hazards
- Many of these hazards are caused by those who use the office failing to follow simple rules or putting things in the wrong place

Do



- ✓ Use drawer handles to avoid pinching fingers
- ✓ Use paper clips or staplers safely
- ✓ Walk up or down stairs
- ✓ Follow the correct instructions for photocopier machines
- ✓ Fill the bottom drawer of filing cabinets first and only open one drawer at a time
- ✓ Report defects in equipment such as broken chairs, sticking drawers, damaged flooring etc.
- ✓ Clear up any spills to prevent someone slipping

Don't



- ✗ Place sharp objects in waste bins such as broken glass, razors etc.
- ✗ Use mobile phones while walking
- ✗ Stand on chairs or other items to reach files
- ✗ Use the tops of cabinets as shelves
- ✗ Leave tripping hazards in the office
- ✗ Forget to put things in their correct place
- ✗ Overload sockets