

WORK SAFE IN THE OFFICE

SAFETY DOESN'T STOP AT THE JOB SITE.



TIME TO REVIEW
6 MIN.



WHAT IT IS

Office safety is about recognizing and controlling hazards that can cause injuries during everyday work activities. A safe office promotes employee health, wellness, and productivity through awareness, preparation, and good workplace habits.



HAZARDS

- Poor workstation ergonomics
- Blocked walkways and trip hazards
- Improper storage of supplies
- Hazardous chemicals without proper information
- Fire and emergency situations
- Workplace violence



TRAINING

ERGONOMICS & EMERGENCY PREPAREDNESS



KNOW YOUR EAP

Know evacuation routes, shelter locations, emergency exits, and meeting points before an emergency occurs.

- Where is your SDS (Safety Data Sheets)?
- In the event of an emergency:



TORNADO



FIRE



EARTHQUAKE

KEEP IT CLEAN

Good housekeeping prevents slips, trips, and falls. Keep walkways clear and remove hazards as soon as they're identified.



GOOD ERGONOMICS

Adjust your workstation, maintain good posture, and take regular stretch breaks to reduce fatigue and repetitive strain.



REMEMBER!



STAY PREPARED

Know the procedures before you need them.



KEEP IT CLEAN

A clutter-free workplace is a safer workplace.



SPEAK UP

Report hazards before someone gets hurt.