

Class Objectives

Safety in the office should be top priority. Watch this course to review the most common ways workers are injured and how to prevent those types of injuries.

Top 3 office accidents

- Slips
- Trips
- Falls

Floors

- Slippery floors need to be addressed
- Clean up spills
- Wear the right shoes
- Sacrifice fashion before safety

Tripping hazards

- Objects on the ground
- Cabinets open into a walkway
- Poorly maintained floor surfaces
- Wires

Falls

- Ladders
- Step stools
- Don't go beyond warning labels
- Don't stand on chairs

Avoidance

- Planning
- Good house keeping
- Well lit walkways
- Clear walkways
- Level floors
- Carpet tears

Pick it up

Notes:

Safety First with Thorsten Fraley

- Just because you didn't drop it doesn't mean you can't pick it up
- Clean up spills instantly

File cabinets

- Should never be in walkways
- Keep drawers closed
- Heaviest load in bottom drawer
- Never more than one drawer open at a time

Office equipment

- Good working order
- Pay attention to wires
- Be trained on proper use of equipment