



## MONTHLY SAFETY AWARENESS DISCUSSION GUIDE

### *Office Safety*

#### Introductory Comments

Safety means to ensure a safe and healthful working conditions for workers by setting and enforcing standards and by providing training, education, and assistance. ([www.osha.gov](http://www.osha.gov)). Office safety is the practice of ensuring a safe, working environment for employees and visitors. Some Common Hazards to the office environments are:

- Housekeeping
- Ergonomics
- Lifting
- Electrical Hazards
- Chemical Hazards

#### Meeting Starter Questions

- What is Office Safety?
- What is the practice in ensuring a safe working environment?
- What are some common hazards in the office environment?

#### Critical Safety Points

##### Housekeeping

Housekeeping based on OSHA reduces injuries and accidents in the Workplace. This is a broad term that refers to the routine maintenance and upkeep in the Workplace.

There are five “S’s” that would be a good process to follow while maintaining proper housekeeping.

- **Sorting-** make sure all your materials are vital to your day-to-day functions and retire the ones that are not.
- **Simplifying-** Organize tools in your workspace that will promote workflow and productivity.
- **Sweeping-** This is important so that you can maintain a clean and organized workspace.
- **Standardizing-** Keep protocols concise and clear to understand.
- **Sustaining-** Maintain and review standards.

#### **Instructions:**

Use this Safety Toolbox Talk to spark discussion within the employee group. Test knowledge retention with the associated quiz.





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### **Ergonomics**

**What is Ergonomics?** Ergonomics is the science and practice of designing jobs or workplaces to match the capabilities and limitations of the human body. Ergonomics helps lessen muscle fatigue, increases productivity, and reduces the number and severity of work-related Musculoskeletal Disorders (MSDs). ([www.osha.gov](http://www.osha.gov))

#### **Common Ergonomic Hazards in the Workplace:**

- Repetition
- Posture
- Localized Contact Stresses
- Sustained Static Exertions

#### **Preventative Ergonomics Measures:**

- When you sit or stand, maintain proper balance.
- If you operate at a workstation, make sure your workstation is set up so that you can use your computer conveniently.
- Place the keyboard so that your elbows are 90 degrees and close to your body, and your forearms are parallel to the surface.

([www.osha.gov](http://www.osha.gov))

### **Proper Lifting**

#### **If you must lift or lower an object from a high place:**

- Stand on a platform instead of a ladder
- Push the load to see how heavy and stable it is.
- Slide the load as close to yourself as possible before lifting up or down.
- Get help when needed to avoid an injury.





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### **Electrical Safety**

- Loose Lying Cables
  - Tripping Hazards ( Please ensure all power strips are in non-walkable zones or properly secured to the floor).
  - Damage to equipment.
- Do Not use electric cords which are frayed or defective.
- Power cords should be attached directly to the wall or floor outlet whenever possible.

### **Office Chemicals**

Common Chemicals in the Workplace:

- Cleaning Agents
- Toners and Ink
- Disinfectant Agents

### **Safety Data Sheets**

All chemicals in the workplace must have a Safety Data Sheet from the chemical manufacturer. A Safety Data Sheet is a information from the manufacturer that lists the properties, hazards, precautions, and protective measures for handling the chemical.

### **Safety While Working From Home**

The employer is responsible for making the workspace of the employee safe, not the entire home. By providing Safety Awareness and Communication while working from home. (The Safety Protocols apply while working from home).



October SAFETY TOOLBOX

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City of Memphis Workplace Safety & Compliance  
Safety Is The Way We Live!



## MONTHLY SAFETY AWARENESS DISCUSSION GUIDE

Employee Name:	Signature:
Division:	Date:
Instructor:	Score:

### *Office Safety*

**Question 1:** Safety means to ensure a safe and healthful working condition for workers by setting and enforcing standards and by providing training, education, and assistance.

TRUE       FALSE

**Question 2:** There are five “S’s” you could follow when it comes to maintain proper housekeeping.

TRUE       FALSE

**Question 3:** Ergonomics is the science and practice of designing jobs or workplaces to match the capabilities and limitations of the human body.

TRUE       FALSE

**Question 4:** If you must lift or lower an object from a high place, stand on a platform instead of a ladder.

TRUE       FALSE

**Question 5:** Should you follow the safety guidelines while working from home in your workspace as you do in the office space?

TRUE       FALSE

#### **Quiz Answer Key:**

1. TRUE
2. TRUE
3. TRUE
4. TRUE
5. TRUE