

**OFFICE SAFETY DO'S AND DON'TS CHECKLIST****DO:**

- ✓ Report slippery or uneven floor surfaces, torn carpet or linoleum.
- ✓ Keep file and desk drawers closed.
- ✓ Stack cartons and supplies carefully so they won't fall.
- ✓ Be sure file cabinets aren't top-heavy.
- ✓ Replace electrical cords when insulation frays.
- ✓ Report poor lighting or missing handrails on stairs.
- ✓ Make sure plugs match their outlets.
- ✓ Put materials and papers away when not in use.
- ✓ Check container labels and material safety data sheets before using office chemicals.
- ✓ Be careful with knife cutters, razor blades, scissors, and other pointed objects that could cause injuries.
- ✓ Know whom to contact and where to go in an emergency.
- ✓ Know where fire extinguishers and first-aid kits are kept.
- ✓ Check that fire extinguishers are inspected regularly.
- ✓ Use dollies and similar equipment to move large or heavy items.
- ✓ Use proper lifting techniques that let the legs, not the back, do the work.
- ✓ Use a ladder or step stool, rather than stand on furniture or boxes, to reach high places.
- ✓ Make sure your computer workstation is properly adjusted.

**DON'T:**

- ✓ Leave cords, boxes, and other materials in aisles.
- ✓ Block emergency exits.
- ✓ Use extension cords unless necessary.
- ✓ Overload electrical outlets.
- ✓ Leave combustible trash in open containers.
- ✓ Leave containers of chemicals open.
- ✓ Carry loads you can't see over.
- ✓ Smoke in unauthorized areas.
- ✓ Run in aisles, halls, or on stairways.
- ✓ Throw objects or engage in horseplay.

