

FIRE HAZARDS



Ensure

that multi - plug extension leads have circuit breakers or install more sockets.



Keep

all sources of flame away from waste paper containers.

Although office spaces are generally considered to be safe, they can be dangerous environments if a few simple precautions aren't taken. The simple guidelines below will help your office safe.



Never

overload electrical sockets.

Ensure

you switch off and unplug all electrical equipment not in use.



Know

the location of fire extinguishers and how they function.



Familiarise

yourself with evacuation routes.



OFFICE SAFETY



TRIPS, FALLS & COLLISIONS



Always

use a stepladder or foot stool.

Walk

around corners slowly.

OFFICE EQUIPMENT



Avoid

top loading Balance all file loads evenly through cabinet drawers.



Do not

leave filing cabinet drawers open.

TRIPS, FALLS & COLLISIONS



Ensure

all dangling telephone wires and other cables are housed in cable protectors.

Clean up

any spillages as soon as they occur.

OFFICE EQUIPMENT



Ensure

all filing cabinets are secured to each other, the wall or both.

Avoid

injuring fingers, by closing all filing cabinet drawers with the handle



Avoid

the risk of injury when reaching into a desk drawer, keep sharp items such as knives, scissors and drawing pins in a separate container.



Remove

any dangling jewellery, scarves and ties when working around machinery. Also ensure long hair is tied back.



Never

stand on desks or chairs.

Be aware

of any loose carpets, lino or tiles.