

General Office **Safety Guide**

- 1** Arrange furniture and equipment so as to prevent protruding sharp corners.
- 2** Do not overload upper drawers of filing cabinets or top shelves in cupboards or shelving.
- 3** Only open one filing cabinet drawer at a time so as to avoid a tipping hazard.
- 4** Access to high upper storage shelves must be gained by using steps or safe access provided.
- 5** Do not attempt to lift heavy loads. Seek help or mechanical assistance.
- 6** Avoid trailing cables across the floor, as these are a potential tripping hazard.
- 7** Do not overload sockets with the use of extension leads or adaptors or cover electrical equipment, as this can cause overheating.
- 8** Do not attempt to repair or maintain electrical equipment unless you have been trained and are authorised to do so.
- 9** Switch off and unplug non-essential electrical equipment at the end of the working day.
- 10** Specialised equipment and machinery must be used in accordance with manufacturer's instructions.
- 11** Keep floors and working areas tidy. Also ensure that fire exits and passageways are kept clear.
- 12** Fire doors must be kept closed at all times and must not be wedged open.
- 13** All accidents, incidents or near misses, which cause injury or have the potential to cause injury or damage must be reported immediately.
- 14** Good housekeeping helps prevent accidents. Put personal belongings away. Clean up spillages immediately.



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