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Office Safety Tips

- ❖ Clean up spills or wet floors due to rainy or snowy weather
- ❖ Keep office walkways clear of boxes and other clutter
- ❖ Make sure all rugs/mats are secure and not buckled or curling
- ❖ All cords should be secure and not stretched across aisles or walkways
- ❖ Avoid leaving cabinet and desk drawers open
- ❖ Keep work area neat and tidy
- ❖ Pick up paper or paper clips that fall on the floor

Hard to believe another year is almost over. We hope you are finding this newsletter enjoyable as well as informative and helpful and wish you all a peaceful happy holiday, whatever and however you celebrate.

Office Hazards

No workplace is ever completely free of hazards and an office is no exception. Office workers may not have the same risk for serious injuries as do factory workers, but injuries can still occur related to posture and repetitive movements.

Dry eyes, sore muscles, and fatigue are all symptoms of prolonged computer use and can lead to the development of chronic conditions such as;
- ➢ Carpal Tunnel Syndrome - injury to the nerves in the wrist
- ➢ Tendinitis - swelling of the tendons in the wrist or elbow
- ➢ Tenosynovitis - swelling of the sheath around a tendon

Proper desktop/workstation ergonomics can go a long way to alleviate the development of some of these conditions.

Slips, trips, and falls are also some of the most common causes of office injuries. Following the "Office Safety Tips" can help to reduce these risks.

Desktop/Workstation Ergonomics

The ideal work surface is adjustable in height with a separate adjustable keyboard and plenty of room for legs underneath. It should have enough open space for workers to have ready access to the materials they use without unnecessary reaching or twisting.

h   In lieu of the workstation being adjustable, try to enable your posture and station shown in the diagram.

1- The top of the display should be at or slightly below eye level.

2- Monitors should be roughly an arm's length away.

3- Chairs should have lumbar support or a lumbar support pad and be at 100 to 110 degrees.

4- Elbows should rest in a bend of 90 degrees while typing.

5- Wrists should be flat at the keybord while typing.

6- Knees should be level with hips or slightly below.

7- The feet should be flat on the ground or footrest.

Make sure you stand or stretch periodically to avoid stiffness and report any chronic pain or numbness as they may be signs of a more serious issue.
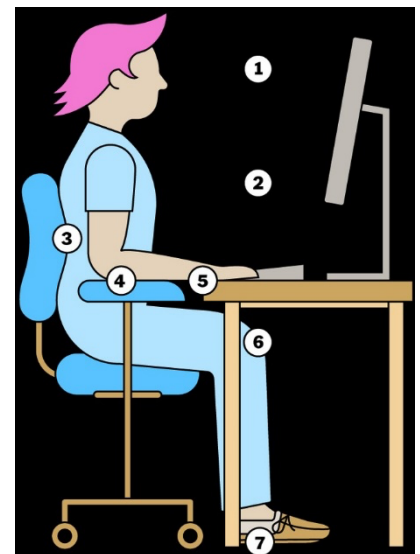
Three categories for consideration when developing an EAP

1. **Emergencies within the building**

   - Fire
   - Power Outage
   - Hazardous Material or Chemical exposure
   - Active Shooter

2. **Emergencies outside the building**

   - Tornado
   - Blizzard
   - Hurricane
   - Earthquake
   - Flood
   - Severe storms

3. **Health Related Emergencies**

   - Heart Attacks
   - Seizures
   - Concussions
   - Bleeding
   - Dismemberment
   - Severe allergic reactions
   - Choking
   - Breathing issues

Emergency Action Plan

An Emergency Action Plan (EAP) is a written procedure detailing the appropriate response to various types of emergencies. An EAP is an essential component of an organization's safety procedures. Creating an EAP and training employees on how to follow it can greatly reduce employee injuries, property damage, and can ensure the safety of visitors in the event of an emergency.

Main Goal of an Emergency Action Plan

The main goal of an EAP is to facilitate and organize employer and employee actions during workplace emergencies and to have a plan to get everyone out of harm's way. Employees as well as visitors should be aware of the fastest, safest evacuation routes or, if necessary, shelter locations within the building. Staff should be aware of their role and responsibilities when executing an EAP. The severity of the event and the expected duration of the problem will determine the action necessary to facilitate the proper response.

Key Components of an Emergency Action Plan

No two EAPs will be identical. There are, however, certain universal components that should be included in most EAPs, including:

- Evacuation procedures, escape routes and floor plans – In the event of an emergency, people need to respond quickly. Should they exit the building or navigate to a safer part of the building, know where to go, how to get there, and what to do once they are there.
- Reporting and alerting authorities – It's important that someone contact the appropriate authorities depending on the emergency. Make sure the Emergency Action Plan contains all the emergency numbers and contact information that may be needed.
- Alerting staff and visitors of an emergency - It is equally important to communicate to all staff and guests that an emergency is occurring, whether it is some type of alarm or bell or PA announcement. It should be noted that certain emergencies such as an individual medical emergency, do not require alerting everyone, only the individuals trained to handle that emergency.
- Accounting for people after implementing an EAP -Accounting for everyone after an emergency can be as easy as keeping a printed roster and asking people to check in when they're in a safe location. It is also recommended to have each group meet in a designated area to make it easier to check each person in.
- Notifying parents, guardians or next of kin - It may be necessary to notify parents, guardians or next of kin for the people involved. A good EAP will detail who is responsible for alerting family members, what emergencies require alerting families, and what information should be relayed. It is also important to maintain up-to-date contact information for all members.
- Training new staff - It is essential to develop a policy to train all new staff on the various EAPs and their role within the EAP. Make sure they know the layout of the facility along with where all the emergency exits and escape routes are.
- Policies for updating and maintaining the EAP - Change is constant. EAPs should be reviewed and revised annually or as needed to address building redesigns, new programs, staff changes, office changes, remodeling, etc.,which can impact the effectiveness of an EAP.

For more help in developing an Emergency Action Plan, visit
https://www.osha.gov/etools/evacuation-plans-procedures/expert-systems/create-eap

Ultimately, it's up to each individual to follow and apply these guidelines and practice safety!