

Safety checklist

To some degree, the use of computers has reduced the clutter in the modern office. Nevertheless basic safety rules still apply. As a reminder, take a few minutes to brush up on sound safety practices.

Filing cabinets

- Close cabinet drawers when not in use
- Do not open more than one drawer at a time
- Place cabinets so that drawers do not open into aisles
- Load cabinets starting from the bottom for stability
- Use handles to close drawers to avoid catching fingers
- Avoid overfilling cabinets to prevent paper and staple cuts
- Do not keep heavy objects on top of tall filing cabinets

Office equipment

- Use fingertip guards when handling paper
- Store pencils and pens point down or flat in drawers
- Sheath scissors, letter openers, razor blades or other sharp tools before storing
- Use a staple remover to remove staples
- File sharp edges off metal furniture
- Use a proper ladder or step stool to reach high places
Do not use a box, desk or rolling chair

Fire safety

- Know evacuation procedures and the location of exits
- Know the location and classes of fire extinguishers and how to use them.

OBSERVE PROPER SAFETY PROCEDURES