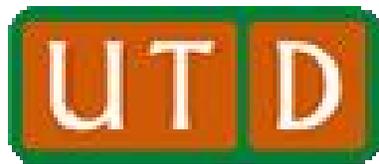


The University of Texas at Dallas Office Safety Manual



OFFICE SAFETY

I. PURPOSE

Employees of the University are its most valued resource. Office safety is, therefore, important to employee relations and employee productivity. Since hazardous conditions may exist in any office, periodic inspections should be made by the office manager, and employees should inform the office manager of hazardous conditions.

II. PROCEDURES

Office safety practice should begin with the employee and office manager. The office manager or director should make sure that each employee is informed and cautioned regarding procedures for office safety.

- A. Careless placement of objects: Cluttered offices can result in a number of injuries.
- B. Floors: The condition of an office floor may be hazardous. Spilled liquids should be cleaned up immediately. Tile flooring can be slippery when wet. Electrical and other types of cords should not be placed across open floors. Torn carpeting should be reported and repaired.
- C. Stairways and hallways: Stairs and hallways should be inspected each semester by the Office of Environmental Health and Safety and repaired when necessary. Hallways should be clean and free of equipment or objects which might impede the flow of traffic. Caution signs should be placed on doors that open out into traffic. Persons should be alert for others when rounding corners or going into blind intersections of hallways, and employees should use handrails and walk, not run, when using stairways.
- D. Electrical equipment: All offices have some form of electrical equipment. Avoid spreading electrical cords across floors. In addition, do not use an extension cord in a permanent installation when permanent wiring is possible. Do not overload receptacles, and report defective cords or equipment. Finally, turn off electrical appliances when leaving the office.
- E. Filing equipment: Office files are dangerous when improperly used. Pulling out more than one drawer can cause the entire cabinet to fall. Whenever possible, store heavier files from the bottom drawer upward. File cabinets should be bolted together. To avoid injury, do not leave drawers open when not in use. Be alert when closing drawers, keeping fingers out of the way. The supervisor should provide either a step stool or a small folding ladder if there are files over 4 feet in height.
- F. Ladder substitutes: Using office equipment other than a ladder or step stool to reach desired objects is dangerous. Do not climb onto desks,

inverted wastebaskets, opened file drawers, or chairs (especially those with casters).

- G. Office machines: Office machines should not be placed near the edge of tables or desks. Machines that creep during operation should be secured. Office personnel should not move very heavy objects. Adequate pre-arrangement should be made with Facilities Management since Facilities Management personnel can do the job correctly and safely.
- H. Furniture: Chairs with defective rollers should be re-moved from service or repaired. Furniture with dangerous defects should be repaired and replaced.
- I. Sharp objects: The careful use and storage of objects such as scissors, pins, letter openers, etc., can reduce office accidents.
- J. Dispensing safety information: New personnel should be advised of (and provided with) requirements for running a safer office by the office manager.