

OFFICE SAFETY

Many people are injured in offices each year even though we do not normally think of offices as hazardous places. Knowing how to recognize office hazards will greatly reduce the likelihood of injuries.

Common incidents:

Incident Type	Causes and What to Watch For
Falls	<ul style="list-style-type: none"> • Tripping (over a desk, on a cord, loose carpets, etc). Stay clutter free. • Bending/reaching from unstable chair. Make sure you are solidly seated. • Using a chair or stool instead of a (step) ladder. Only use a ladder as a ladder. • Slipping on wet floors or on stairs. Watch where you are going, use non-slip footwear and go slowly. • Inadequate lighting. Make sure you can see where you are going.
Injuries from Lifting	<ul style="list-style-type: none"> • Lifting even small loads (files, paper, etc) can lead to injury if not done properly. • Decide if something is too heavy. If yes, get help or the proper equipment • Use proper lifting technique (straight back, use legs etc).
Cuts, lacerations and punctures	<ul style="list-style-type: none"> • Take proper precautions with scissors, staplers, knives, box cutters etc. • Keep drawers closed when not in use so you don't get pinched or walk into them.
Burns	<ul style="list-style-type: none"> • Hot liquids such as coffee, tea and hot water. Use care and attention.
Workstation incidents	<ul style="list-style-type: none"> • Poor posture over time can lead to injuries. • Repetitive work (e.g., hand injuries due to mouse/keyboard) and poor ergonomic work positioning (e.g., screen height, feet on floor) can result in injuries over time.
Struck by falling objects	<ul style="list-style-type: none"> • Falling objects from heights such as light fixture covers, binders stored high, etc. Make sure anything stacked is done securely and safely.
Fires	<ul style="list-style-type: none"> • Keep cords in good repair • Don't use space heaters, hot plates or other plugged in devices • Never block sprinklers or escape routes • Never prop open fire doors • Know your evacuation route and how to report emergencies.

If injured:

- Contact supervisor ASAP and seek medical attention
- Complete online WCB Worker report if required
- Complete OARS report or ensure your supervisor does so