

#10014

WORKING SAFELY IN THE OFFICE

AIMS MULTIMEDIA, 2003
Grade Level: Adult
23 Minutes
4 Instructional Graphics Included



CAPTIONED MEDIA PROGRAM RELATED RESOURCES

[#8477 FIRE EXTINGUISHER TRAINING: USING THE P.A.S.S. PROCEDURE](#)
[#10121 BACK SAFETY](#)

THE "GENERAL SAFETY SERIES"

VIDEO SERIES

This videotape education program is part of the "General Safety Series." The programs in this series have been created to provide employees with good, basic information on everyday safety and health topics. This series includes programs on the following topics:

- Safety Attitudes
- Back Safety
- Eye Safety
- Hand and Power Tool Safety
- Avoiding Slips, Trips and Falls
- Hand, Wrist and Finger Safety
- Safety Showers and Eye Washes
- Heat Stress
- Compressed Gas Cylinders
- Electrical Safety
- Fall Prevention
- Safety Housekeeping and Accident Prevention
- Fire Prevention
- Working Safely in the Office
- Industrial Ergonomics
- Working "Ergonomically" in the Office
- Basic First Aid
- Ladder Safety
- Working Safely With Computer Workstations
- Workplace Stress
- Fitness and Wellness
- Winter Safety
- The ANSI MSDS
- Handling Materials Safely
- Driving Safety
- What Do You Know About Safety*
- When You Least Expect It*
- Safety... Everyone's Responsibility*
- Welding Safety
- Preventing Workplace Violence
- Investigating Accidents
- Conducting Safety Audits
- Working with Cranes Safely
- Safe Rigging Practices
- Machine Guards and Safety Devices
- Spill Cleanup in the Workplace
- Understanding Hazardous Materials Labeling

*These programs cover "general safety" issues, including Accident Prevention, PPE, Chemical Hazards, Electrical Safety, Back Safety and other important topics.

WARRANTY/DISCLAIMER

"This program has been created to assist facilities that are endeavoring to educate their employees regarding good safety and health practices. The information contained in this program is the information available to the producers of the program at the time of its production. All information in this program should be reviewed for accuracy and appropriateness by facilities using the program to assure that it conforms to their situation and recommended procedures, as well as to any state, federal or other laws, standards and regulations governing their operations. There is no warranty, expressed or implied, that the information in this program is accurate or appropriate for any particular facility's environment."

Copyright 2002, The MARCOM Group, Ltd.

TABLE OF CONTENTS

	<u>Section</u>
• INTRODUCTION TO THE PROGRAM	1
- Structure and organization	
- Background	
- Objectives	
- Reviewing the program	
• PREPARING FOR THE PRESENTATION	2
- Structuring the presentation	
- Setting up the class and classroom	
• CONDUCTING THE SESSION	3
- The initial steps	
- Showing the videotape	
- Conducting the discussion	
- Concluding the presentation	
- "Wrapping up" the paperwork	
• OUTLINE OF MAJOR POINTS IN THE PROGRAM	4
• ACCOMPANYING MATERIALS	5
- Scheduling and Attendance Form	
- Quiz	
- Training Certificate	
- Employee Training Log	

INTRODUCTION TO THE PROGRAM

INTRODUCTION TO THE PROGRAM

Structure and Organization

Information in this program is presented in a definite order so that employees will see the relationships between the various groups of information and can retain them more easily. The sections included in the program are:

- Developing Safety Awareness.
- Slips, Trips and Falls.
- Navigating Stairs and Hallways.
- Safety Housekeeping.
- Safe Use of Office Equipment and Tools.
- Controlling Eye and Back Strain.
- Proper Lifting Techniques.
- Handling Hazardous Chemicals.
- Fire Prevention.

Each of the sections covers important information in one topic area, providing employees with the basis for understanding the basic concepts of office safety.

Background

Offices are the last place many people think about accidents and injuries occurring. Often employees have the feeling that since they don't work "out on a plant floor" safety isn't something they need to pay attention to. As a result, many office workers don't consider safety issues as

they do their jobs... or worse yet, they disregard established safety practices altogether. Little do they realize that accidents and injuries in the office account for thousands of hours of lost time, and millions of dollars in workers' compensation and medical costs.

Because of this attitude it is important that employees recognize that many unsafe conditions can exist, and that unsafe actions can occur, in an office environment. And, just like "industrial" accidents, the injuries that often result from these incidents can effect both their work and personal lives.

Objectives

To help remind employees of safety problems that can occur in the office, as well as what can be done to address these problems, this education and training program is designed to present the fundamentals of good office safety. Upon completing the program, employees should be able to:

- Recognize potential safety problems in an office environment.
- Avoid slips, trips and falls.
- Know what problems can occur, and how to avoid them, when working with office equipment, furnishings and tools.
- Practice good safety housekeeping.
- Work safely with electrically powered office equipment.
- Know how to safely lift items found in a typical office.

Reviewing the Program

As with any educational program, the "presenter" should go through the entire videotape at least once to become familiar with the content and make sure that it is consistent with facility policy and directives.

As part of this review process, you should determine how you will conduct your session. The use of materials such as handouts, charts, etc., that may be available to you needs to be well thought out and integrated into the overall program presentation.

PREPARING FOR THE PRESENTATION

PREPARING FOR THE PRESENTATION

Structuring the Presentation

In conducting this education session, you should proceed with a friendly and helpful attitude. Remember that the "trainees" are looking to your experience and knowledge to help them relate to the situations shown in the videotape program. It is important to let the trainees interact with you and each other during the training session. Stimulating conversation within the group is one of the best things you, as the presenter of the program, can do to help everyone get as much as possible from the session. Be alert for comments that could help in this area in future sessions and make note of them.

As the presenter, you also should:

- Keep the session related to the topic of Working Safely in the Office.
- Relate discussions to how office safety can affect the work of class participants.
- Prevent any one person or small group of employees in the session from doing all the talking.
- Get everyone involved. Ask questions of those who don't participate voluntarily.
- Clarify comments by relating them to the key points in the videotape.

Use the outline of the major points included in the program, as well as the information included in the quiz, as the basis for answering any questions. If you don't know the answer, say so. Tragic results may occur should you provide incorrect or inaccurate information. Remember, this is a positive program on Working Safely in the Office. Make sure your attitude and words reflect this, and that the emphasis is always on providing the information needed by the attendees to improve their own office safety practices and, as a result, improve job performance.

Setting Up the Class and Classroom

Remember, there are a number of things that must be done to "set up" the class as well as the classroom. These fall into several groups of activities, and include:

- **Scheduling and Notification**
 - Use the enclosed form to schedule employees into the session.
 - Make sure that the session is scheduled so that it fits into your attendees' work day.
 - Send out notification of the session well in advance, to give people enough time to incorporate it into their schedule for that day.
 - If possible, post a notification on bulletin boards in the affected employees' areas.

- **The Classroom**
 - Schedule the room well in advance.
 - Make sure the room can accommodate the expected number of attendees.
 - Check it again on the day of the program to make sure there is no conflict.
 - Make sure the room can be darkened, and won't create a glare on the television screen.
 - Locate the light controls and test them.
 - Make sure the power for the videotape player operates separately from the room light.
 - See if you can control the room temperature.
 - Know where the closest restrooms are located.
 - Assure that the room is free from distracting noises.
 - Make sure emergency exits are marked and known to the attendees.

- **Seating**
 - Make sure everyone can see the screen from their seat.
 - Make sure everyone can hear both you and the videotape.

- Check to see that seating is such that writing can be done easily.
- Make sure the seating arrangement allows eye contact between attendees, and between yourself and attendees.
- **Equipment and Materials**
 - Make sure a videotape player (check for correct "format"), monitor, and all appropriate cables and extension cords are available.
 - Make sure a stand or table is available and is of appropriate height for all attendees to easily see the monitor.
 - If you plan on using a chartpad, blackboard, or other writing board, make sure it is available, easy to see, and you have the proper writing implements.
 - Make sure you have 6" x 8" index cards or other materials to be used as "name tents" for attendees.
 - Make sure you have made up a sufficient number of copies of the quiz, as well as any other handouts you are using.
- **"Final Check"**
 - Make sure equipment is in the room prior to the scheduled session.
 - Make sure you have the right videotape, look inside the three-ring binder!
 - Check to see that the room is set up properly.
 - Check equipment prior to the presentation to assure that it works.
 - Make sure extension cords, etc. are "taped down", if need be, to avoid tripping.
 - Run the "leader" on the videotape up to the point where the program begins.

CONDUCTING THE SESSION

CONDUCTING THE SESSION

The Initial Steps

In conducting the session remember the positive nature of this presentation. Everyone is attending in order to learn more about how to improve their office safety practices and as a result work more safely and productively. Initially, you need to:

- Introduce yourself as the session leader.
- State the title of the program, "Working Safely in the Office" and the purpose of the session (to learn about developing good office safety habits).
- Inform the attendees when there will be breaks (if you plan them) the location of exits and restrooms and if water, coffee, or other refreshments will be available.
- Make sure all of the attendees have "signed in" on your scheduling and attendance sheet. Remember, it is very important to document peoples' attendance at the session.

Once this "housekeeping" is done, it is time to move to the "meat" of the session. First, the attendees need to be informed about the objectives of the session (this is where you can use a flip chart or board to list the objectives, which should be done prior to the class starting). This listing should be preceded with some "introductory remarks". Your own words are always best, but the remarks should follow along the lines of the following:

"Today we are going to talk about office safety. Many of us who work in office environments feel that an office is automatically a 'safe' place to work. Yet accidents and injuries in the office account for thousands of hours of lost time, and millions of dollars in workers' compensation and medical costs each year."

"We need to remember that there are a number of hazards that do exist in an office environment. Every day we work with equipment that is powered by electricity, which we all know can be very dangerous. And just like our friends in more 'industrial' environments, we are often lifting awkward and heavy objects... and we need to know how to do this safely."

"We also work with equipment and furnishings that can cause real problems if we don't know how to deal with them properly. And we are always encountering situations where we have to replace or remove things from high shelving, or adjust fixtures, where we should be using stools or a step ladder."

"In short, we need to remember that there can be as many hazards in our office environment as in other work situations. We need to know, and practice, proper safety procedures in these situations."

"The program we are going to watch today will give us some good information on the types of safety problems that can occur in our offices, and what steps we should take to avoid them. To make this the most productive session possible, we need to look at what we want to accomplish here today (provide the 'Objectives' list from the first section verbally, or gesture to the blackboard or chart where you have written them down)."

Once the objectives have been provided, you are ready to show the videotape program. However, you do need to let the attendees know that they will be taking a quiz at the end of the session (if you are using it). It needs to be emphasized that they are not being "graded", but that the quiz is being used to see if the session is effectively transmitting information to them in a way they will remember.

Showing the Videotape

At this point, you need to introduce the title of the videotape program once again, "Working Safely in the Office", darken the lights if necessary, and begin the showing of the videotape.

Conducting the Discussion

After the videotape program has been shown, it is time for the group discussion on the information contained in the session. Care must be taken to make sure that the discussion is kept to the general topic of Office Safety. There are several ways to conduct this discussion. These include:

- Calling for questions from the attendees and using these questions as the basis for the discussion.
- "Leading" the discussion through the points covered in the program using statements such as:
 - "One of the sections that we saw in the videotape was about recognizing common office hazards. What are some hazards in our offices that we should correct?"
 - "We saw several interesting things about proper lifting. Who can review the principles of safe lifting that we saw in the videotape?"

You should use the discussion format that you are most comfortable with. The outline of the major points addressed in the videotape and the questions and answers in the master copies of the quiz should be used as a basis for this discussion, as well as the supplemental information that you have presented in this session.

Remember, you have allocated a limited amount of time in which this discussion can take place. It is important to blend the attendees' questions and areas of obvious interest with the objective of trying to touch on each major area within the session in the discussion. By touching on each area, the attendees are much more likely to retain the information presented in the session.

Concluding the Presentation

Once discussion has concluded (whether naturally or you have had to bring the discussion to a close in order to complete the session within the time allowed) it is time to give the quiz (if you are using it). Again, remind the attendees that the quiz is only meant to help determine how effective the presentation of the information is, and that they will not be graded. Let them know that they have approximately five minutes to complete the quiz.

At the end of the five minute period, remind the attendees to date and sign their quizzes, and then collect them. The attendees should be thanked for attending the session and reminded of any other sessions in the educational program that they may be attending. They can then be dismissed to return to their normal activities.

*(An alternative to this approach is to give the quiz immediately after showing the videotape, then use a review of the quiz as a basis for your group discussion.)

"Wrapping Up" the Paperwork

Before much time has passed, and the subject matter is fresh in your mind, several areas of "paperwork" must be completed. First, check to make sure that all attendees signed the scheduling and attendance form. Next, make sure that you have a quiz from every attendee, dated and signed.

Also, depending upon what your facility has decided to do, a copy of the attendance sheet and the quiz for each attendee should be either filed in your files, or turned over to the attendee's department manager (or the Personnel Office) so that this paperwork can be included in their Personnel File. The attendees' Training Logs should also be updated, and each attendee should be given a filled out and signed Training Certificate, signifying that they have successfully completed the course.

Remember it is always a good idea to document information about an employee's attendance at these sessions, as well as the fact that the employee has come away from the session with an increased knowledge of office safety.

OUTLINE OF MAJOR PROGRAM POINTS

OUTLINE OF MAJOR PROGRAM POINTS

The following outline summarizes the major points of information presented in the videotape program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **We all know that some occupations are especially hazardous and potentially dangerous, including:**
 - Firefighters.
 - Forklift operators.
 - Construction workers.

- **If they don't know what they're doing, or become complacent, they could have serious accidents.**

- **If you're like most people, the term "employee safety" conjures up images of workers dressed in coveralls, hard hats, and safety glasses.**
 - Because most of us seem to think that serious workplace accidents only occur in factories, or on construction sites.
 - There's just one problem... it's not true.

- **Although white-collar employees have fewer work-related injuries than industrial workers, millions of office accidents occur each year.**
 - A broken bone from a fall in an office hurts as much as one that took place on a factory floor... and can keep you away from work just as long!

- **Fortunately, the vast majority of these accidents are preventable.**
 - In most cases, whether or not you suffer an injury in the office is entirely up to you.

- **In this program, you'll learn about the most common types of office injuries, and what you can do to protect yourself from them.**

- **Office safety actually begins before you get to work. You need to be careful in public areas outside of your building, such as:**
 - Parking lots.
 - Sidewalks.
- **These places are especially hazardous when they are dimly lit.**
 - Darkness can conceal danger... from obstacles that you could trip over to violent criminals.
- **Bad weather can also be a problem.**
 - Rain, snow, hail and sleet make walking surfaces treacherous.
 - The result can be a nasty slip, trip or fall.
- **As you move indoors, you need to carry the "think safety" attitude with you.**
 - Leave rain and snow outside by wiping your feet.
 - Wet shoes can be as slippery as ice skates on a tile or stone floor.
- **Other slick surfaces can be found in the office, too.**
 - Steer clear of spills, and be cautious on recently waxed floors.
 - If you notice a slick area, put a up a warning sign, and call someone who can correct the situation.
 - If the problem is near a doorway, put signs on both sides.
 - A little precaution may save someone days, or even weeks, of pain.
- **Wet or waxed areas aren't the only "floor level" hazards to look for. Watch out for trip hazards too.**
 - For example, an electrical cord stretched across a floor can be an accident waiting to happen if it's not taped down.
 - Extension cords are never a permanent solution... they should be removed as soon as possible.

- **Loose carpeting or floorboards are other trip hazards that should be reported immediately to a supervisor or building maintenance personnel.**
 - Mark the area as "hazardous" until repairs can be completed.
- **But floors are only one place where office hazards may be lurking.**
 - You also need to stay alert as you travel down office hallways and through doors.
 - The primary issues in these areas are obstructions, other people, and your own conduct.
- **Obstructions are a common problem.**
 - You can get hurt by bumping into them.
 - They can also block an evacuation route during an emergency.
 - Keep walkways and doors clear of anything that hinders easy passage.
- **Computer cables that hang where people walk can also cause injuries.**
 - Passers-by can easily get tangled up, hurting themselves and damaging the computer.
 - Use cable ties to control this hazard.
- **Of course, you have to see obstructions before you can remove them, so report faulty or dirty lighting at once.**
- **Crowding on stairways and elevators is hazardous too.**
 - You can trip if you're not careful.
 - Watch out for "attacks" by umbrellas and other objects people are carrying.
 - Avoid these situations when you can.
 - If that's not possible, keep your eyes peeled... and keep your own personal effects close to your body, so you don't injure others.

- **When you're on a stairway, you should use a handrail whenever you can.**
 - Never take more than one step at a time when ascending or descending stairs.

- **Be considerate of the other people you meet.**
 - Never push past them.
 - Approach doorways carefully and open doors slowly.
 - There may be someone on the other side.

- **While an office can be fast-paced, that shouldn't mean running from place to place.**
 - This is dangerous for everyone.
 - You never know what's waiting for you around the corner until it's too late.

- **Avoid horseplay as well.**
 - It's never professional, and it could be dangerous for people who are nearby.
 - So don't do it!

- **Now that we've successfully "navigated" the stairs and hallways, let's see what your work area has in store for you.**
 - Unfortunately, it can have all kinds of painful possibilities too.
 - Do you know where to find them?

- **One of the most commonly misused pieces of office furniture is the chair.**
 - Keep the legs of your chair on the floor at all times.
 - Tipping backwards is unsafe, especially in four-legged chairs, which can tip over easily.
 - Use a five-legged chair to provide better overall stability, if one is available.

- **Remember to inspect your chair periodically.**
 - Look for loose or damaged parts and cracked welds.

- **Don't use a chair that you know is defective.**
 - Tag the chair as "broken."
 - Remove it from service.
- **Never use a chair as a ladder.**
 - That's not what it's designed for, and you can get seriously hurt using it this way.
- **Chairs aren't the only item that are taken for granted when it comes to safety in the office.**
 - Bookcases, file cabinets and shelving can also cause trouble if you don't consider the instability or the weight of the items that you're storing.
- **To ensure that shelves are stable, be sure to load them from the bottom up.**
 - Never put heavy items on the upper levels.
 - This will ensure that the shelf doesn't get top-heavy.
- **Overloading shelving is dangerous, too.**
 - It can cause them to collapse, injuring people and damaging materials.
 - If you think the shelves you're using may have too much on them, move some of the excess material to another unit.
- **File cabinets have their own "safe use" rules.**
 - They should be loaded from the bottom up, as well.
 - When accessing files, always open one drawer at a time (this will prevent the cabinet from leaning forward and possibly toppling over).
- **Don't place loose items on the tops of bookcases or file cabinets, where they can fall off and hit someone.**
- **Once your materials are squared away, don't forget to keep drawers and cabinets closed when not in use.**
 - They can have sharp edges.
 - People could walk into them and get hurt.

- **After you've taken care of your file cabinets and bookcases, you can move on to your desktop and other work spaces.**
- **Clutter in these areas can be perilous.**
 - It can conceal sharp objects... like scissors, push pins or utility knives.
 - You don't want to find these the hard way!
 - Keep pointed tools in a drawer or a separate container, away from other supplies like markers and paperclips.
- **Never reach for sharp objects blindly.**
 - You might find more than you're looking for.
- **While it can take a little "muscle" to use some office tools, applying too much effort can be a big mistake.**
 - For example, forcing a stapler to work is a bad idea.
 - Find out why it's malfunctioning and correct the problem, or borrow another stapler instead.
- **The blade of a paper cutter is sharp and can cut your fingers and hands as well as paper.**
 - Never put so many sheets into a paper cutter that you have to "power" a blade through them.
 - Take some paper out and make two cuts instead.
 - Always keep your fingers at a safe distance from the cutting edge, as well.
- **Speaking of paper, its edges can be sharp, too.**
 - The cuts they leave behind can really smart.
 - To prevent this, use finger guards when you handle large amounts of paper.
 - Moisten stamps and envelopes with a sponge to avoid cuts, and for better sanitation.
- **"Cutting hazards" can also be found in the lunchroom.**

- **If a glass breaks, clean it up right away, with a brush and dustpan.**
 - Never use your hands... not even to pick up the large pieces.
 - Put the glass fragments into a box.
 - Wipe up small splinters and shards with a moist paper towel, then place the towel in the box.
 - Mark the box as containing broken glass.

- **Discard other sharp items, such as razor blades, in appropriately labeled boxes as well.**

- **Some office tools are so commonplace that we forget about their potential to injure us.**
 - Equipment like printers and fax machines can be terrific time-saving devices.
 - But like all tools, they have to be used properly and treated with respect.

- **Electrically-powered equipment requires special attention because of its potential to cause serious injuries.**
 - These machines often have moving parts that can easily grab loose clothing and jewelry.
 - Remove these articles before approaching any powered equipment.
 - Once a machine has hold of you, it won't let go.

- **Make sure power cords are free of cracks.**
 - If they aren't, don't use them under any circumstances.
 - The result can be a serious electrical shock, or even a fire.

- **Never overload an outlet.**
 - Drawing too much power can cause the wires inside the walls to overheat, which can also lead to a fire.

- **If you are repairing a piece of electrical equipment, make sure:**
 - The power is off.
 - The machine is unplugged.

- **Equipment like copiers can have other hazards as well.**
 - Copier lamps can harm your eyes over time, so be sure to keep the document cover down.
 - If you can't keep the cover completely closed, look away from the light and close your eyes.

- **Toner powder is another unique hazard.**
 - Copiers use this during the duplication process.
 - Unfortunately, it can also cause skin and eye irritation.
 - Remember to always wash your face and hands immediately after handling toner.

- **In today's office, the computer is as familiar as the copier.**
 - And, like a copier, in most cases it's harmless.
 - But computers can have their own hazards, too!
 - Controlling light and avoiding eyestrain are the first things to watch out for.

- **Managing light at your computer is a top priority for keeping your eyes healthy and pain-free.**
 - To minimize the effect of uneven lighting, position the monitor at right angles to windows.
 - You can also adjust window treatments if you have them.

- **Glare on a computer monitor is another problem that is caused by lighting.**
 - It can overwork your eyes as they try to filter out the excess light.
 - To decrease glare reduce the general lighting level, move the monitor or tilt the screen.
 - If this still doesn't help, place a "glare filter" over your screen.
 - Choose one that is recommended by eye-care professionals.

- **After you have dealt with glare, you'll want to eliminate other sources of eyestrain.**
 - Your monitor's controls are a good place to start.
 - Look at "contrast" first.
 - A high contrast ratio, such as a light background with dark letters, improves clarity.
 - A poor contrast ratio makes focusing difficult.

- **Your monitor's positioning can affect readability as well.**
 - Place the monitor sixteen to twenty-seven inches from your eyes, and position it so you look down at a five-to-twenty-degree angle.
 - This makes characters on the screen easier to see, and reduces neck movement, which can cause fatigue and pain.

- **Another way to avoid eyestrain is to take occasional breaks to focus on an object at least twenty feet away.**
 - This will relax your eye muscles.
 - You can also give your eyes a rest by simply switching to a different type of activity, like filing, that doesn't involve looking at a computer.

- **Dry eyes can also reduce your ability to focus.**
 - Eyes tend to dry out more easily when you are using a computer, because you blink at about half your normal rate.
 - So make a conscious effort to blink more frequently.
 - If you still have trouble, use lubricating drops or "artificial tears" when you feel your eyes drying out.

- **Now that you've safeguarded your eyesight, let's take a look at your body position.**
 - This is just as important for office workers as anyone else.

- **Long hours of working at a desk can be stressful on the body.**
 - Improper posture can injure your back and joints just as badly as physical labor.

- **To avoid this, you need to maintain "neutral positions" that minimize physical strain.**
 - Keep your seat high enough to place your forearms at right angles to your upper arms.
 - Your legs should be positioned so that the thighs are at right angles to the shins, with your feet resting flat on the floor, or on a footrest.

- **It is especially important to support your lower back, the lumbar region.**
 - This can be done with a lumbar cushion, a pillow or even a rolled-up towel.
 - Make sure your torso is at a ninety-degree angle to your thighs.

- **Remember to keep your wrists flat, too.**
 - Do this by raising or lowering your keyboard, or using a wrist-pad.

- **Your head and neck are important, as well.**
 - Keep your head straight, and avoid side-to-side or up-and-down motions as much as possible.

- **How you organize the materials you work with can also affect your health.**
 - Having them spread out over too large an area is a common problem.
 - Over-stretching can cause chronic injuries like muscle strain and lower back pain.
 - To prevent this, lay out your tools and supplies so that they are no more than fourteen to eighteen inches away.

- **There are potentially hazardous chemicals in many offices.**
 - Before you work with any chemical, read the directions.
 - Failure to follow the precautions on the label can result in serious consequences.
 - To prevent spills, keep the container closed when its not in use.

- **Some chemical fumes can cause illness or tissue damage.**
 - These substances are even more dangerous in poorly ventilated or confined areas.
 - So always use chemicals in areas with good air circulation.

- **Remember that chemicals and smoking are never a good mix.**
 - Many compounds are flammable, and could be ignited by a single ash.

- **The office is full of objects that you may have to move.**
 - Office supplies and other packages can be very heavy.
 - People like deliverymen already know the basic rules for lifting and carrying these loads.
 - You should pay attention to their practices whenever you pick up anything, too!

- **Assess the weight of a package before you attempt to lift it.**
 - Get some help if it's too heavy.
 - If no one is available, use a hand truck or dolly.

- **Get close to the object and lower yourself by bending at the knees... never bend at the waist.**
 - Always keep your back straight when you lift.
 - Imagine a line running from your hip to your shoulder.
 - Keep the line straight, and you'll keep your back in proper alignment.
 - Once you're ready, lift the load with your legs.

- **Lower the load the same way that you lifted it.**
 - Bend at the knees.
 - Keep your back straight.
 - Let the load down slowly.

- **You also need to "carry your own weight" when it comes to office security.**
 - This is a top concern in all workplaces, and it's where vigilance really pays off.

- **Knowing who your coworkers are is crucial to office security.**
 - It makes identifying strangers a lot easier.
- **When you see strangers, offer to assist them in locating the people they want to visit.**
 - It's perfectly reasonable to ask who they are... they shouldn't take offense.
 - Escorting guests to their destinations is not only a good safety practice, it's courteous to visitors as well.
 - Remember, offices depend on outside traffic to conduct business and most visitors are perfectly harmless.
 - But extra awareness is always a good idea.
- **Unfortunately, fire is no "stranger" to office environments.**
 - It's a deadly and destructive menace whose toll is measured in destroyed property and lost lives.
 - Good judgement and sound safety practices are what reduce the risk... along with a sense of what's going on around you.
 - The best way to "fight" fires is to prevent them from happening in the first place.
 - Do your part by keeping combustible materials away from sources of ignition.
- **Remember to smoke only in designated areas.**
 - Dispose of butts and matches properly.
- **You should know at least two evacuation routes in case a fire does occur.**
 - Remember, never use an elevator during a fire.
 - Stairs are the only safe way out.
- **If you do encounter a fire, pull the fire alarm immediately.**
 - Don't try to extinguish the flames unless you have been trained and authorized to do so.
 - If it looks like too much to handle, leave it to the professionals.

*** * * SUMMARY * * ***

- **Start your day by avoiding slips, trips and falls... both inside and outside the office.**
- **Store your materials safely. Don't overload filing cabinets or shelves.**
- **Practice good ergonomics. Maintain neutral positions as much as possible.**
- **Use good lifting techniques. Bend at the knees and lift with your legs.**
- **Exercise caution around chemicals and read labels thoroughly.**
- **Be prepared in the event of a fire or other emergency.**
- **Your office won't keep itself safe. It takes vigilant people... like you... to make this happen.**
- **So stay alert. When you do, you'll help yourself, and your coworkers, to stay safe from the hazards that really do lurk in the office!**

ACCOMPANYING MATERIALS

ACCOMPANYING MATERIALS

In order to assist you in complying with as many facets of your training requirements as possible, we have provided a number of specific materials that can be used with this program. Some of these materials have been furnished in "master" form. This will enable you to make as many copies of these forms as you need. If you have colored paper available to you, it is often useful to put each form on a different color. This enables you to easily differentiate between the materials. The materials enclosed with this guide include:

Scheduling and Attendance Form

This form is provided so you can easily schedule your attendees into each session of the program. It is important that you have each attendee "sign-in" on the appropriate form, documenting their attendance at the session. Typically, a copy of this attendance/"sign-in" form is filed in the employee's Personnel File.

Quiz

The quiz is normally given after viewing the videotape program. However, if you want an indication of the "increase" in the attendees' knowledge of Office Safety, you can give the quiz both before and after the videotape is shown. You can also use the quiz as the basis for class discussion. If you have decided to give the quiz both before and after the attendees view the program, it is often interesting to have the attendees compare their "before" and "after" answers as part of the program. Typically, the quiz is filed in the employee's Personnel File.

Training Certificate

This form allows you to give each employee their own "Certificate of Completion" showing that they have attended the course and taken the

quiz. Space is provided to insert the employee's name, the course instructor and the date of completion.

Employee Training Log

This log helps you to keep track of when each employee has taken the course, as well as associated courses/training. Space is provided to list pertinent data about the employee, as well as information such as the date the course was taken, and the instructor conducting the course. A copy of this form should be kept in each employee's Training or Personnel File.

QUIZ

"WORKING SAFELY IN THE OFFICE"

PRESENTER'S COPY...WITH ANSWERS

1. True or False... As long as it doesn't have wheels or casters, a chair can safely be used as a "ladder"?
 True
 False
2. True or False... Copier toner can cause skin and eye irritation?
 True
 False
3. True or False... When filling a new filing cabinet you should always fill the drawers from the top down?
 True
 False.
4. Heavy or fragile items should always be stored on which shelves?
 Highest shelves.
 Lowest shelves.
5. True or False... It is safe to use a frayed electrical cord as long as any exposed areas are less than an eighth of an inch in length?
 True
 False
6. True or False... To help relieve eyestrain when working with computer monitors, keep general office lighting as bright as possible?
 True
 False
7. True or False... Improper posture can injure your back just as badly as physical labor?
 True
 False

TRAINING CERTIFICATE

This is to certify that _____
(employee name)

has completed the general safety course "**Working Safely in the Office**" and has been tested on the contents of the course, as required. This training, as well as the associated testing, was conducted by _____ and was completed on _____.
(course instructor) (date)

(course instructor)

(date)