

LOSS CONTROL

Policyholder Training Series

Policy Training Series (PTS) Important Points:

- Office workers are exposed to hazards just like many other industries.
- Avoid slips and trips by proper housekeeping.
- Do not stand on chairs to reach heights.
- When using a box cutter, cut away from your body and get the blade closed when not in use.
- Take regular breaks and avoid awkward postures at your work-station.

For information about any of FirstComp's Loss Control Services, please call (888) 500-3344 or email losscontrol@firstcomp.com.

Office Safety

Avoiding Hazards in the Office

People tend to think the hazards involved in office work are minor when compared to other work environments. But office workers are exposed to a number of the same hazards as a majority of less extreme operations such as slips, trips and falls, electrical dangers, harmful chemicals, lifting strains, cuts and scrapes, and fires or other emergency situations.

It is an employers responsibility to provide training to keep workers safe and assist them in recognizing and avoiding these hazards.

Slips and trips

Make sure that flooring or floor coverings have no tears, spills are cleaned up immediately, no electrical cords are lying across walkways or are damaged. Avoid clutter and provide adequate lighting to reduce tripping hazards.

Falls

Never stand on chairs or any items not designed for reaching heights. Use step stools and step-ladders that are in working condition.

Electrical safety

Do not overload circuits by plugging too many machines into one outlet. The result could be overheating and causing a fire. Always inspect equipment before plugging it in. Discard faulty equipment so someone else does not use and suffers an injury. Never remove the third prong to a three-prong plug.

Cut and lacerations

When using a box knife to open packages, never cut toward your body. Always close the blade when you are done using the knife. Scissors should be stored in a closed position. Keep hands away from the blade when using a paper cutter and put the blade down when finished.

Ergonomic stress

Awkward posture, like extending your arms to type or hunching your shoulders and leaning forward towards the computer screen is a risk factor. You may also need to adjust the lighting so that the glare from the screen doesn't strain your eyes. Look away from the screen frequently and take regular breaks.

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