

## **OFFICE SAFETY**

### **1.0 PURPOSE:**

To provide City employees safety rules for the office setting that are general in nature and are a designed to be observed throughout all office areas located within City property. Employees must realize safety encompasses all types of work areas, and office settings are no exception.

### **2.0 ORGANIZATIONS AFFECTED:**

All Departments.

### **3.0 GENERAL RULES**

- 3.1 Every employee is to keep their workstation area neat, clean and free of hazards.
- 3.2 All rugs at entranceways or in aisles must be kept flat. Rugs allowed to gather produce possible trip hazards.
- 3.3 Electrical cords will be routed under desks and out of the way as best as possible. Cords that extend across aisles or walkways will be there only for a temporary basis and taped flat.
- 3.4 Overloading of electrical outlets will not be permitted. Two socket outlets will only have two plugs installed at a time.
- 3.5 File cabinets will be loaded with heavier items to the lower drawers to avoid tipping when the top drawer is opened.
- 3.6 Copiers, printers, and typewriters requiring protective covers to be removed to clear paper jams, will be unplugged before work begins.
- 3.7 File cabinet and desk drawers will be pushed back in after retrieving items from within. Extended idle drawers are a trip hazard.
- 3.8 Trashcans will be emptied of trash *daily*.
- 3.9 Empty boxes and large trash will be placed out of any aisles, walkways, or emergency exits. These items will also be removed from the office area daily.
- 3.10 Electrical cords are to be inspected periodically for breaks or tears in insulation. Cords found with breaks or tears are to be repaired or replaced. Wrapping breaks in insulation with electrical tape is not acceptable.

- 3.11 For items to be retrieved from tall places, a proper step stool or ladder will be used. Using chairs or desks for climbing is forbidden. Likewise, store heavy items on the bottom shelves and light items at the top.
- 3.12 Employees are to familiarize themselves with the emergency escape routes within their areas. If in doubt, ask your supervisor.
- 3.13 In case of fire, do not attempt to use elevators for exit. Always use stairs to avoid being trapped should a power outage occur.
- 3.14 Passageways and exits will be kept clear of all items. Also, storage of items in stairwells and near exits will not be allowed.