

OFFICE SAFETY

A. Responsibility

Employees will immediately report any unsafe conditions or defective equipment to their supervisors.

If any injury should occur, employees will notify their supervisor immediately, and in no case, later than the end of their work shift on the day of the accident.

No one shall use equipment for other than its intended purpose. Improper use may result in accidents, injuries, or maintenance problems.

B. Housekeeping

Good housekeeping is a sign of good workmanship and provides safe working conditions. Good housekeeping will prevent accidents caused by tripping, stumbling, slipping, stepping on, or bumping into equipment, materials, or other objects.

C. Chemicals

Employees handling flammable liquids or chemicals of any type are to wear appropriate protective clothing and comply with safety instructions on the containers.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas unless approved respirators are used.

D. Fire Protection

Employees will maintain free and unobstructed access to fire extinguishers/equipment, fire doors, and exits in the area in which they work. **Burning candles with an open flame are prohibited on campus.**

E. General

Offices should be locked whenever the employee leaves, even if he/she will be gone only a few minutes. Purses, wallets, and other valuables should be kept in a secure container such as a locked desk or filing cabinet.

Any suspicious person loitering in the area should be reported to a vice president, campus police, or dean immediately.

All crimes should be reported to the campus police no matter how minor.

Employees should avoid working alone at night. All outside doors should be kept locked, and employees should walk with other employees to and from cars.

If an employee is entrusted with a key to a specific area, the key should never be loaned to anyone.

Handrails should be used when going up or down stairs.

Water, oil or other liquids, or excessive dust, dirt, or any other debris spilled on floors represents a serious hazard and shall be cleaned up immediately upon observation.

Offices shall be arranged to allow ample passageways with no exposed cords or outlets, and furniture or fixtures should not be placed near entryways or around corners.

Employees should not lean back or sideways on chairs or stools to a point when all four legs or castors are not in contact with the floor.

Pointed objects, such as pencils, knives or scissors, should not be carried with the point exposed. The use of desk spindles is not approved.

Paper cutters shall have a guard and shall be kept in the locked down position when not in use.

Desk or file drawers should not be left open.

Adequate care should be used in opening file cabinet drawers. More than one drawer should not be opened at a time.

Broken glass, sharp objects, and pressurized containers require special handling and disposal. They shall not be put in wastebaskets.

Cords for electrical equipment shall not be strung across walkways or aisles where people may trip over them.

Cords for electrical equipment shall be inspected periodically and replaced if frayed or if they show broken insulation.

F. Lifting

Employees should use proper lifting techniques when moving boxes, office machines, or any objects from one part of the office to another.

G. Ladders

Employees should not stand on boxes, chairs, or other makeshift platforms to reach objects overhead. A ladder or stool designed for this purpose should be used.