

## *Hazard Review*

- **Caught in/on/between; pinch points**
- **Electrical**
- **Fire**
- **Slips/falls**
- **Striking against**

## *Related Safe Work Practices*

- **Lifting, Body Mechanics, and Ergonomics**
- **Walking and Working Surfaces**

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This safe work practice addresses the hazards of Office Safety and is organized into the following areas:

- A. General
- B. Filing Safety
- C. Heater Safety

This SWP is dedicated to helping you avoid an injury or illness from known hazards. We advise you to follow these recommendations.

The known hazards and potential injuries or illnesses related to Office Safety based on RPD injury and illness data include:

<b>Known Hazard</b>	<b>Potential Injury, Illness</b>
<b>Physical Hazards</b>	
Fire	Burns, death
Slips/falls	Bruise, contusion, sprain, strain, fracture from fall and impact
Striking against	Laceration, puncture, abrasion
Caught in/on/between; pinch points	Crush, amputation
Electrical	Shock, burn, cardiac arrest, death

All tasks require that you:

- Use the equipment in accordance with the guidelines set forth by the manufacturer. This includes following all signs and labels, and reviewing any manufacturer's operating manuals.
  - If the instructions provided in the operating manual conflict with this SWP, then follow the instructions in the manual. The manufacturer's instructions prevail over this SWP.
- Train on this SWP and those listed above as related. Training on SWPs must be completed before initial assignment. It is also recommended that you complete refresher training every two years.

You are advised to read and follow this SWP and any related SWPs.

## **A. GENERAL**

### **Before**

1. Complete required training. This includes:
  - a review of any applicable manufacturer's operating manuals.
  - training on this SWP and those listed as related. These must be completed before the initial assignment and every 2 years thereafter.

### **During**

2. Immediately report any problem or deficiencies you notice during your shift. Do not wait until the end of your shift to address a serious safety issue. If the problem is serious, make it your responsibility to have the equipment removed from service.

## **B. FILING SAFETY**

### **Before**

3. Locate filing cabinets out of walking paths, so others do not walk into cabinets.
4. Anchor all filing cabinets to each other and/or to nearby walls.
5. Level the filing cabinets per manufacturer's instructions.

## **During**

6. Load filing cabinets from the bottom first to increase stability. Conversely, unload from the top first. Unstable or unanchored filing cabinets may tip causing injury.
7. Open only one drawer at a time.
8. Work in a deliberate manner; do not rush.
9. Remove files a few at time, so as not to fatigue your hand/wrist. If files are large, break them down into smaller files.
10. Use a stable step stool to access the top files if you cannot see over the top of them.

## **After**

11. Close all drawers to prevent others from walking into open drawers when leaving the filing cabinet.

## **C. HEATER SAFETY**

### **Before**

12. Purchase and only use electric space heaters equipped with an indicator light to let users know that the heater is plugged in and running.
13. Verify your space heater has a thermostat that shuts off the unit when a specified temperature is reached.
14. Make sure your space heater has a tip over shut down feature. If a space heater is knocked over, the unit must automatically shut off.

### **During**

15. Space heaters should be kept at least 3 feet away from any combustible materials. Examples of combustible materials include but are not limited to paper, files, food, and other non-fire retardant items.
16. Always place space heaters on the floor to avoid falls which may potentially damage sensitive heater components and cause a fire.
17. Space heaters should be turned off if left unattended.

**For any questions, please contact EHS at 415-831-2780.**

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References:

1. Draft Portable Space Heater Policy, Pierce Transit, October 2006.
2. Advanced Office Ergonomics, PowerPoint, April 2012.