

Enki Health and Research Systems, Inc.
GENERAL OFFICE SAFETY RULES

Although office work is generally considered one of the safest of all activities, slips and falls, collisions with desks and open drawers, strains from unauthorized moving of furniture and other similar accidents resulting in injury are common in offices. The following general office safety rules shall, therefore, be observed in all offices:

A. General Office:

1. Make sure that desks and work areas are clean and orderly. Pick up items such as pencils or paper clips, especially when they have fallen on the floor. Good housekeeping is the key to a safe office environment.
2. Look for and eliminate threadbare floor coverings.
3. Be extra cautious when you come up to a door that can be opened in your direction. Be careful when pushing open such a door.
4. Slow down when coming to a “blind” corner.
5. Keep all file, desk, and table drawers closed when not in use.
6. Never open more than one file drawer at a time.
7. Do not stack 2-drawer or 3-drawer filing cabinets on top of one another.
8. Overloading the top drawer of unsecured file cabinets has caused many injuries. If unfamiliar with file cabinets, or desk drawers, be careful not to pull them out to full extension. There may be no locking device on inexpensive or older models.
 - a. Put heavy materials in bottom drawers.
9. Do not move heavy office furniture and office equipment unless properly trained and authorized. Do not be afraid to ask for help when moving heavy objects.
10. Tilting chairs and chairs with casters can be hazardous when improperly used. Make sure that they are in good working condition.
11. Never use chairs, desks or other office furniture as makeshift ladders. Always use a stepladder.
12. Never overreach while climbing on a stepladder because you may lose your balance and fall. Never use the top rung of a stepladder.
13. Message spindles can cause puncture wounds to the hands and arms. Please discard if one is in use.
14. Keep the blades of paper cutters closed and locked when not in use.

General Office Safety Rules...continued

15. Scissors, paper cutters and similar office devices can cause minor but painful injuries. Scissors should be kept inside the desk drawer. Always use such equipment carefully. Report such injuries at once, take first aid measures to avoid infection and seek medical care if necessary.
16. Paper can cut. Use a sponge or other wetting devices for envelopes. Use rubber finger guards when working with stacks of paper. Report any injury at once, take first aid measures to avoid infections and seek medical care if necessary.
17. Keep paper clips in a place where they can not injure you. Thumb tacks and push pins are not to be used within any EHR clinic.
18. Do not use extension cords as permanent wiring.

B. Office Equipment and Machines:

Office machines and electrical appliances present special hazards in the office. The following safety rules regarding office machines and electrical appliances shall be observed:

1. Carefully handle knives, scissors and writing instruments.
2. Never leave x-acto/utility knives with the blade exposed. Guard the blade with a sheath or remove the blade and store it in a closed container. Replace broken blades.
3. Do not use makeshift equipment, and do not use equipment in ways in which it is not intended to be used. Suitable office equipment shall be used for stamping, sharpening and cutting.
4. Inspect electrical equipment and appliances to be sure that cords are in good condition and that plugs are not cracked, frayed or broken.
 - a. Coffee makers and heaters can be fire hazards. Never leave a coffee maker on when it is empty. Never leave a coffee maker or heater on after working hours. Be sure heater is not placed near combustible materials, or where it may be a trip hazard.
5. Unless otherwise identified, always be sure that electrical equipment such as personal computers (PC's), printers, electrical typewriters, calculators, etc. is turned off at the end of the day.
6. Certain office machines such as paper shredders present special hazards if not used properly. Follow the vendor's operating and maintenance instructions.
7. Store flammable materials, e.g., alcohol, board cleaner, etc. away from combustible materials.
8. Inspect your fire extinguishers monthly. Have the extinguishers re-charged annually.
9. Be sure your computer terminal and chair are properly adjusted for you. Ask for assistance if you do not know how to adjust your chair, keyboard or display.