

NOTICE!

The following procedure is currently under revision.

If you need to refer to this procedure and have questions regarding applicability, please contact the Safety Office at 425.388.3549.

OFFICE SAFETY

I. PURPOSE

- A. This procedure will serve as a guide to safe working conditions and practices in office environments.
- B. The County Safety Office can provide assistance to departments through safety inspections, ergonomic evaluations, or training for employees.

II. GENERAL SAFETY

- A. Report hazards to supervisor.
- B. Keep blades of paper cutters down and locked when not in use.
- C. Make sure that cords are not run across aisles.
- D. Clean up spills of liquid immediately to prevent slips.
- E. Know the location of Material Safety Data Sheets (MSDS) for chemicals used in your workplace.
- F. Keep aisles, entry and exit ways clear of obstructions.
- G. Be aware of slip, trip, fall hazards.
- H. Use good housekeeping practices.
- I. Use step stool or ladder as necessary to retrieve items that are overhead.
(Do not stand on chair)

III. ELECTRICAL SAFETY

- A. Improper use of electrical appliances or outlets can lead to fire or serious injury from electrical shock.
- B. Do not “daisy chain” or link extension cords.
- C. Make sure cords are appropriate for the application and free of nicks, fray or other damage.
- D. Use power strips or surge protectors.
- E. Do not run cords under carpet or rugs - use a cord runner for protection.
- F. Do not set heavy objects such as furniture on cords.
- G. Do not overload circuits or outlets.
- H. Do not touch any electrical circuit with damp or wet hands.
- I. Do not remove plug from outlet by pulling on the cord.

IV. ERGONOMICS

- A. Use proper lifting technique; use legs to lift, keep back straight.
- B. Keep binders and heavy books on lower shelves to reduce the risk of strains.
- C. Use good posture when sitting.
- D. Practice ergonomics at your workstation:
 - 1. top of the monitor screen should be at eye level
 - 2. feet flat on floor or use a foot rest
 - 3. wrists straight when using a keyboard
 - 4. elbows at 90 degree angle to keyboard
- E. The County Safety Office will provide ergonomic evaluations of offices or workstations upon request.

V. EMERGENCY PREPAREDNESS

- A. Know the location of first aid kits in your workplace.
- B. Know where fire extinguishers are located and how to use them.
- C. Know the evacuation route out of your building and your assembly point.
- D. Secure bookcases, file cabinets, or other top-heavy items to reduce the risk of tipping.
- E. Become familiar with the County's Comprehensive Emergency Management Plan.
- F. Know who your safety representative is for your department/division.
- G. Have a 72 hr. disaster preparedness kit.