

# TOOL BOX TALKS

## Office Safety Inspection

### Emergency Preparedness

All job sites have a readily accessible first aid kit equipped to ANSI Z 308.1-2003, *Minimal Requirements for Workplace First Aid Kits*. ANSI standards are minimum and job site first aid kits may need to be supplemented with additional supplies and equipment to handle severe injuries, injuries to multiple patients or CPR on two victims at the same time. Review the following safety tips with your employees.

#### Tool Box Tips

1. All employees must know the first aid kit location, the first aid responders and their phone numbers.
2. Employees should review the emergency evacuation plan.
3. Employees should know who is responsible for taking a head count during evacuation.
4. Employees should know evacuation routes.
5. Fire egress pathways must not be blocked.
6. Exit lighting must be fully functional.
7. Emergency floodlighting must be available along egress pathways during a power outage.
8. Employees must know where to take shelter.
9. Shelters must be clearly identified.
10. Employees must know the signal to take shelter from severe weather.
11. Surge protectors cannot be connected to extension cords.
12. Surge protectors cannot power coffee pots, microwaves or portable heaters.
13. Do not use multi-outlet adapters. Correct wall outlets that are overloaded.
14. Know the locations of fire extinguishers. Fire extinguishers must be available in kitchens, mechanical and server rooms.
15. Circuit breaker panels must not be blocked with furniture, storage or furnishings like curtains.
16. Circuit breaker panels must be labeled and doors must be closed.

**Know the locations of fire extinguishers.**

**Fire extinguishers must be available in kitchens, mechanical and server rooms.**

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*

#### For more information:



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