

# Office Employee Safety

*Even working in an office can pose safety issues. While running a business, it is important to ensure employees are aware of safety procedures to prevent accidents and be prepared for severe weather or any other type of emergency.*

## Safety Rules

- Employees and other passengers must wear their seat belts when driving on company business.
- Report to work free from the aftereffects of drugs or alcohol.
- Report maintenance needs or hazards before the end of your work shift.
- Report incidents or injuries in writing immediately.
- To reach items, use a proper foot stool or ladder and never stand on chairs or desks.
- Keep fire exits, extinguishers and fire alarm pull stations clear, unblocked and unlocked.
- Fire exit and emergency lighting should be functional, and battery backups tested regularly.
- Keep employee visitor entrances clear of ice, snow and water.
- Clean up spills and hazards that could cause a slip, trip or fall.
- Do not run.
- Straighten floor runners or rugs that could trip fellow employees.
- Keep desk chairs and drawers pushed in when not in use.
- Know severe weather shelter locations within the building.
- Report concerns with your computer, keyboard, workstation or mouse to prevent musculoskeletal injuries.
- Get help when lifting heavy objects including office furniture, boxes of paper or other supplies.
- Report security concerns, door locks or security system components that do not function.
- Wear proper footwear for winter weather and be aware of slip and trip hazards in the parking lot.
- Keep the area around surge protectors clean and clear to allow for cooling airflow.
- Never “piggyback” surge protectors or use multiple extension cords.

*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.*