

OFFICE SAFETY!



PREVENT SLIPS, TRIPS, FALLS, & INJURIES

KEEP WALKWAYS CLEAR

- Clean up spills immediately.
- Keep aisles, walkways, and stairwells free of clutter.
- Close file cabinet drawers.



SECURE LOOSE CABLES

- Do not overload outlets or daisy-chain power strips.
- Avoid running cords under carpets or through doorways.



EMERGENCY PROCEDURES

- Familiarize yourself with fire escape routes and emergency exits.
- Know the location of fire extinguishers and first-aid kits.



PROPER LIFTING TECHNIQUES

- Lift with your legs, not your back.
- Store heavy items on lower shelves.
- Secure bookshelves to prevent tipping.



MAINTAIN A TIDY WORKSPACE

- Take regular breaks to move and stretch.
- Keep your work area organized and tidy.



STAY ALERT! STAY SAFE!