

Working Safely in the Office **Video and Guided Notes**

Instructions:

1. Print this page first.
2. Then, follow the link below to view a short video about safety in office settings.
 - a. Before viewing, you should know that the video is approximately 23 minutes.
 - b. Try to allow enough time to view the entire video including time to pause the video and take a few notes.
3. Use and fill in the guided notes on the remainder of this document.
 - a. Turn in your notes upon completion of the activity.
4. A quiz covering the video's content is required.
 - a. Contact your teacher to obtain access to the quiz.

Video link (Enjoy! 😊):

http://streaming.discoveryeducation.com/videos/24259/pgr24259_256k.asf

Floor-level Hazards

Floor level hazards exist both inside and outside an office.

- Floors which are wet and/or waxed can be _____.
- Trip hazards are commonly found among cords, carpets, and rugs.
- Obstructions in walkways, stairways, and doorways create hazards as well.

Office Furniture

What are three office chair dangers?

- 1.
- 2.
- 3.

To ensure stability, load bookcases and/or shelving units from the bottom. Load _____ materials on the bottom shelf. Don't _____ shelves with too many materials. Open _____ drawer at a time in a file cabinet—this prevents the filing cabinet from toppling over or leaning forward. Keep drawers _____ when not in use.

Keep desk area _____ to a minimum. Be aware of three common but sharp items:

(1) _____ (2) _____ (3) _____. Store sharp/pointed items separate from other supplies. The blade of a paper cutter is _____. Do not overload a paper cutter, requiring excess force to cut the paper. Use finger guards when handling large amounts of _____. Moisten stamps and envelopes with a sponge to avoid paper cuts and for better _____.

Lunch/Break room

Clean up spills and breakage carefully. Discard broken glass and other sharp objects in _____ which are clearly labeled.

Common Office Equipment

Use properly and treat with respect. Be careful with _____ clothing. Electrical equipment, like printers, faxes, etc. produce fire hazards. Therefore, make sure power cords are free of _____, never overload an _____, and make sure power is off if you are repairing equipment. The lamps in office copiers can damage your _____ over time – close copier lids or close your eyes when using a copier. Toner powder is also an area of concern. It can cause _____ and _____ irritation – always wash hands after handling toner.

Eye Strain

Ways to reduce eye strain, mostly caused from computer monitors include:

- Manage uneven lighting by positioning the computer monitor at _____ angles to a window.
- Reduce _____ on the monitor.
- Adjust monitor so it is _____ inches from your eyes and positioned at _____ degree angle.
- Take occasional breaks to focus on an object at least _____ feet away – or switch to a different activity to avoid eye strain.
- Keep your eyes _____ – blink more frequently or use eye drops.

Body Position – Ergonomics

Maintain _____ positions to minimize strain when sitting at a desk. Keep your _____ high enough to place your forearms at right angles to your upper arms. Legs should be positioned so that the thighs are at right angles to the shins with the feet resting flat on the floor or on a _____. Support your lower back—the _____ region. Your torso should be at a _____ degree angle to your thighs. Keep your wrists flat. Keep your head straight and avoid side-to-side or up & down motion as much as possible. Organize your work space so that your materials are within _____ inches to avoid over-stretching or pulling a muscle.

Chemicals/Solvents

Before using any chemicals, read the _____ carefully. Use materials in well vented areas. Fumes can cause _____ or tissue damage. Keep containers closed to prevent spillage. Smoking around chemicals is never a good idea – many chemicals are flammable.

Lifting

Assess the _____ before you attempt to lift the object. Get _____ if it is available. If no help is available, use a _____ or _____. When lifting, get close to your object and lower yourself by bending your knees. Keep your back _____ when you lift. Lift the load with your legs; not your back. Lower the load the same way you lifted it.

Office Security

When you see people you don't know in your work place, offer to _____ them. Escorting guests to their destination is not only a good safety practice, it is also _____.

Fire

The best way to avoid fires is to _____ them in the first place. Keep combustible items away from a source of ignition. Know at least _____ evacuation routes. Never use a(n) _____ to evacuate a building -- always use the stairs. In case of fire, pull the fire alarm immediately – never try to extinguish the flames yourself.

Review: What are some common ways to prevent office workplace injuries?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Stay Safe!

Stay alert and help yourself and your co-workers to stay safe from the hazards that really do lurk in the office.