

# Office Safety – Picture This



## Stay safe in the office

### Trips and Collisions

Keep walkways **free of clutter** like trolleys, boxes and unused equipment

File drawers, desk drawers and cabinet doors must be **kept closed**

**Electrical cords** shouldn't cross through foot traffic areas and should never run through combustible materials or beneath carpeting



### Spills

Put up a **wet floor sign** immediately until the area is completely dry

Pay close attention to areas prone to rainy day wetness, such as **entryways and tile floors**

**Nonslip runners or mats** can be placed in wet prone areas



### Cleanliness

Cleanliness prevents the spread of workplace bugs that can **cause illness**

Bathrooms, kitchens and appliances must be **regularly sanitised**. Reducing build-up of dusts and dirt on surfaces **reduces airborne infections** and illnesses

Ensure **routine maintenance** of the building's ventilation and air conditioning systems

**Use antibacterial soap**, hand sanitiser and single-use hand towels



### Fire Hazards

**Emptying the rubbish** regularly is hygienic and reduces the amount of slips, trips and falls

Position your bins **away from heat** and ignition sources

Keep the office clean and **walkways and fire exits clear** to reduce hazards

Ensure heaters are **approved for commercial use**. Never leave them unattended or near any combustible materials

