

Safety First

Presented by: DON Services

MAY 2021

SAFETY COMMITTEE:

- Neal Jones
- Justin Mastrantuoni
- Chris Little
- Tinna Miller
- Phillip Webster
- Danielle Marsh
- Patrick McGuire
- Bridget Krebs
- Sharon Gilliland
- Walt Heaney
- Jillian Hibler
- Rhonda Pager
- Kenny Rice
- April Caldwell
- Ashley Stevenson
- Kevin Hue

Office Safety

Although office and administrative work is largely considered low risk, that shouldn't make office safety any less of a priority. Office workers can still be exposed to preventable hazards that could cause an injury or illness. Workplace injuries and illnesses can have many negative repercussions, including disrupting daily operations, reducing employee morale and increasing costs associated with workers' compensation claims.

Slips, Trips, and Falls

According to the most recent Bureau of Labor Statistics report, more than 20,000 office and support workers sustain injuries from slips, trips, or falls. In many cases, these types of injuries can be prevented by taking the following simple actions:

Keep floors and walkways clear of potential tripping hazards such as stray papers, boxes, or deliveries. Do not stretch cords across hallways. If the hallways are carpeted, make sure the carpets remain in good condition and have them replaced if they become buckled or torn.

If you have any safety questions or concerns:

- Contact your Coordinator immediately with any questions or concerns:

New Castle Office: **724-652-5144**

Donora Office: **724-856-4978**

Penn Hills Office: **724-856-4211**

Greensburg Office: **724-936-3900**

You can reach out to the Safety Committee directly at:
donsafety@donservices.org

Interim Chair of the Safety Committee - Justin Mastrantuoni
Secretary—Bridget Krebs

The Safety Committee's Health and Safety Tips

Office Safety

FIRE HAZARDS

Ensure

that multi-plug extension leads have circuit breakers or install more sockets.



Never

overload electrical sockets.



Keep

all sources of flame away from waste paper containers.



Ensure

you switch off and unplug all electrical equipment not in use.



Know

the location of fire extinguishers and how they function.



Familiarise

yourself with evacuation routes.



Although office spaces are generally considered to be safe, they can be dangerous environments if a few simple precautions aren't taken. The simple guidelines below will help keep your office safe.

TRIPS, FALLS & COLLISIONS

Ensure

all dangling telephone wires and other cables are housed in cable protectors.



Clean up

any spillages as soon as they occur.

Keep

all walkways and hallways clear.

Be aware of any loose carpets, lino or tiles.

Never stand on desks or chairs.

Always

use a stepladder or foot stool.

Walk

around corners slowly.

OFFICE EQUIPMENT

Ensure

all filing cabinets are secured to each other, the wall or both.



Avoid

injuring fingers, by closing all filing cabinet drawers with the handle.

Avoid

top loading. Balance all file loads evenly through cabinet drawers.



Do not

leave filing cabinet drawers open.



Avoid

the risk of injury when reaching into a desk drawer, keep sharp items such as knives, scissors and drawing pins in a separate container.



Remove

any dangling jewellery, scarves and ties when working around machinery. Also ensure long hair is tied back.



THINK

SAFETY