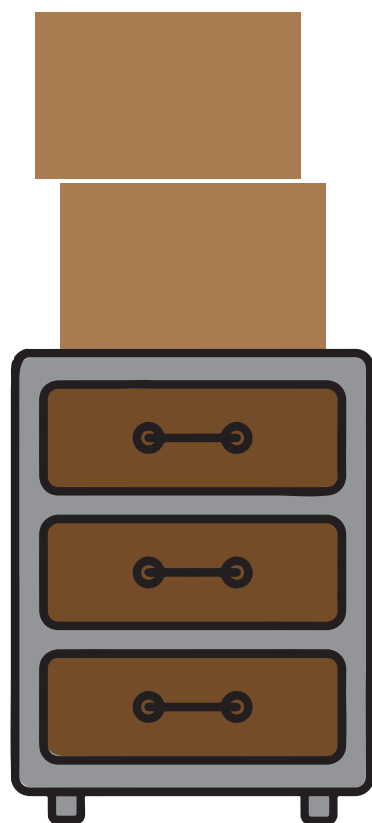


OFFICE SAFETY

DO NOT FORGET ABOUT THE OFFICE SAFETY!

MOST OF THE EFFORTS TO MAKE A COMPANY SAFER ARE PUT INTO WHAT IS CONSIDERED HIGH HAZARD WORK AND IS FOCUSED ON WORKERS IN THE FIELD. WHILE IT IS VERY IMPORTANT TO ADDRESS THE HAZARDS AND SAFETY IN THE FIELD, THERE IS STILL A NEED FOR A SAFETY FOR THOSE WORKERS IN OFFICES. THERE ARE MULTIPLE INJURIES SUSTAINED BY OFFICE WORKERS EVERY YEAR AND SAFETY IN THE OFFICE SHOULD BE TAKEN SERIOUSLY.

- COMMON OFFICE INJURIES
- SAFE WORK PRACTICES FOR THE OFFICE
- CONDUCTING REGULAR INSPECTIONS OF THE OFFICE



BC Forest Safety

Safety is good business

OFFICE SAFETY



COMMON OFFICE INJURIES:

- Falls are the most common type of office injury. Office workers are more likely to suffer a disabling injury from a fall. Tripping over clutter or an open file drawer are some reasons office workers sustain injuries from a fall.
- Strains and sprains due to lifting objects also occur often in the office. Office workers are usually not trained on proper lifting techniques to use when moving objects. Lifting awkward or heavy objects alone also leads to injuries.
- Ergonomic-related injuries are common in an office setting. A work area that is not set up correctly to fit the user can lead to ergonomic injuries and issues over time.

SAFE WORK PRACTICES FOR THE OFFICE:

- Maintain a clean and tidy work area. Never leave objects on the floor or in the area where you or others can trip over them. Always make sure file drawers are closed immediately after you open them.
- Eliminate the amount of awkward or heavy lifts around the office. If you have a heavy box, set it down on a table instead of the ground. When you must lift an object, use the buddy system if it is a heavy or awkward load. Always use proper lifting techniques.
- Set up your office work area to fit your body. Every piece of your office should be adjusted to fit you. Pick a chair that adjusts to where your thighs are parallel to the floor, feet are on the ground, and lower back is supported. Have your desk at a height where your arms make a 90-degree angle, and your wrists are straight.
- Have a document holder or a second computer screen to avoid looking down and back up to copy information into another document.

CONDUCT REGULAR INSPECTIONS OF THE OFFICE:

- Be sure to conduct regular inspections of the office location to identify any possible hazards that need to be addressed and then implement the required changes and controls.

DISCUSSION POINTS:

- Does anyone know of someone who was injured working in an office?
- What can we do to make our office(s) safer?

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