



# DOAS Loss Control Bulletin

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## Office Safety

Many workers think that the office environment is the safest workplace. But, a safe office workplace requires hazard control, good housekeeping, and safe work practices. Offices are safe places to work in compared to industrial and construction sites, but injuries that do occur in office environments are not insignificant and can result in disabling injuries. Situations in offices that can lead to injury or illness range from physical hazards (such as cords across walkways, leaving low drawers open, objects falling from overhead) to task-related (speed or repetition, duration, job control, etc.), environmental (chemical or biological sources) or design-related hazards (such as nonadjustable furniture or equipment). Job stress that results when the requirements of the job do not match the capabilities or resources of the worker and may also result in illness. Some common office injuries from these situations include Falls, Overexertion, Striking Against, Objects striking, Repetitive motion, etc.

A common problem found in offices is a lack of space. A lack of space should not be used as an excuse to improperly store boxes, copier paper, etc. Knowing how to store materials could reduce the risk of an injury in the office.

Unsafe conditions and procedures must be identified before they can be corrected. Consequently, every employee shall be responsible for immediately reporting unsafe conditions or procedures. Safety is an individual commitment to incorporate safe work practices into every area of their job operations.

What is your agency's procedure for reporting issues? Each agency has its own exposures to address. Doing nothing allows the injuries to continue. Look (For the Hazards), Evaluate (What can be done.), Correct or at least Warn people to reduce exposure.

There are benefits of Office Safety for the employee and the company:

- Improves productivity and product/service quality.
- Protects the State's and Your reputation.
- Saves money for both employee and employer.

**A Safe work environment is not guaranteed without effort. A little housekeeping goes a long way. It is worth your time and your effort to make your workplace safe.**

Thanks for your time. Let's work together to make Georgia a safer place to work.

*DOAS Risk Management Services Division Loss Control Office*