

See Something, Say Something: At the Office

SAFETY SHARE COURTESY OF: TXAPA and HMAAC Staff



Office safety comprises health of workers, safety of staff and guests, and overall security. If you see someone violating established safety protocols, something out of place, or identify a potential threat in the workplace, say something immediately (with the seriousness of the issue dictating the magnitude of the response). Stay alert to avoid safety hazards in these areas:

In the parking lot:

- Make sure to park in well-lit areas
- Don't leave appealing personal items in your vehicle and always lock your doors
- Follow pavement markings and directional signs
- Anticipate the actions of other drivers and pedestrians
- Stay off your phone and avoid loud music or other distractions
- Use your mirrors or backing cameras to avoid back-up accident

In your office:

- Report any issues with lights/locks
- Minimize clutter on the floor to avoid trip hazards
- Be cautious of spam emails, block, and report sender
- Shut drawers/cabinets

to avoid being struck or creating trip hazards

- Position mouse, desk, and chair properly to avoid strain, pain, or discomfort
- Use caution when stacking boxes to avoid lift injuries
- Never stand on chair to reach something at an elevated height – always use a stepladder

In the boardroom, meeting room, or classroom:

- Keep the office clean and walkways and fire exits clear
- Clean up spills immediately
- Ensure proper cleanliness of office and meeting spaces
- Electrical cords should not cross through high foot traffic areas
- Know your office emergency procedures for a fire, storm, violent intruder, medical problem, etc.

- Avoid large stacks of materials and equipment as they can cause injury if knocked over
- Keep workspaces well-lit as inadequate lighting can conceal hazards
- Report unsafe structural issues such as torn carpet, loose tiles, broken desks or chairs, etc.

In common areas:

- Observe that everything is in its place and areas are staying clean
- Make sure delivery packages are not left in open areas and proper distribution processes are followed
- If you see someone standing around, ask if you can help them
- Make sure all lighting, cooling, and heating is working properly
- Pick up any trash laying around
- Keep all sensitive office materials under lock and key