UCF ENVIRONMENTAL HEALTH & SAFETY

10 TIPS FOR A SAFE OFFICE

When the workforce commits to safety, the overall work environment develops a stronger and resilient safety culture. We've put together 10 general office safety guidelines below, to help workplaces follow through on safety:

1. **Conduct office walkthroughs** - Conduct regular office walkthroughs, pay close attention to various environments in the workspace, observe to identify possible risks or hazards (e.g., collisions and obstacles, poor lighting, and uneven walking surfaces.

2. **Keep work areas neat and tidy** - Keep your working areas uncluttered to prevent slips, trips, and falls. Cleaning and sanitizing as you go is also beneficial to keep the workplace free of harmful germs and viruses.

3. **Promote good hygiene** - To prevent the spread wear masks, use hand sanitizers, and observe proper hand-washing techniques.

4. **Dress appropriately** - Depending on the nature of the work, carefully consider the most appropriate clothing to minimize common workplace injuries and accidents. This may include avoiding wearing dangling jewelry or ties and wearing closed-toe shoes. When and where necessary, personal protective equipment (PPE) should be worn.

5. **Observe proper handling procedures** - Proper lifting and bending techniques can help to prevent physical injuries. If you are not sure how to do this, ask for help from a supervisor or coworker.

6. **Avoid using tools or machinery you're not trained for** - While some tools may seem intuitive and easy to use (for example, Ladders), it's always best to avoid using them without proper training. This is to ensure not only the safety of yourself but also the surrounding people.

7. **Fully close doors and cabinet drawers** - Avoid leaving doors, cabinet, and desk drawers open. They can be a cause of collision and tripping. Encourage your coworkers to close them after every use.

8. **Familiarize the workforce with emergency procedures** – Participate in drills and training courses on what to do when an emergency crisis occurs.

9. **Take breaks appropriately** - Well-rested employees are able to maintain their focus and awareness of their surroundings and safety which is valuable to maintain safety in the work environment.

10. **Always report unsafe conditions** - Report unsafe conditions. Empower your coworkers to speak up when something is amiss in the workplace and threatens their safety. Report an incident to the Office of Risk and Safety, https://risk.ucf.edu/report-an-incident/ .

Knights! Do your work with pride, put safety in every stride.

Charge on!