

# OFFICE SAFETY

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**Slips, trips and falls** are the most common cause of injuries occurring in the office type environments. So what can we do to reduce the number occurring?

**Clutter - stay clutter free!** items placed on floors (boxes files, personal items) can become tripping hazards and/or block fire exits.

**High level storage - Never stand on chairs!** (especially chairs on castors) desks or other furnishings/equipment. Use a kick stool or appropriate stepladder. Ensure the stepladder is on stable ground; it is fully opened, footed as appropriate and never climb too high or overreach.



**Filing Cabinets - Close the drawer!** Filing cabinets can fall over if more than one drawer is open at a time. Pedestal type filing drawers and desk drawers can also become tripping hazards if left out in walkways etc.

**Floor surfaces** - Are they a hazard? All surfaces should be suitable and in good repair. Surfaces should be kept clean and in good condition. Any damage should be repaired or floor covering replaced especially on staircases. Systems should be in place to keep surfaces that may become slippery during wet weather conditions or cleaning safe.

**Poor ergonomic conditions can also cause injuries!**

**Workstations** - All HSE employees and the managers of employees who habitually use display screen equipment as a significant part of their normal work (if the employee normally uses the DSE for continuous period of more than one hour per day) must undertake the e-learning training programme on [www.HseLand.ie](http://www.HseLand.ie). A [risk assessment](#) must be completed with the employee and ensure remedial actions are implemented.



**Poor storage** - can lead to unnecessary or awkward manual handling movements. Manual handling risk assessments should be completed and employees have a responsibility to attend any training provided.

**Office Equipment** - All employees should be provided with sufficient training and instruction to ensure they can use equipment safely.

**Emergency Plans** — All employees must be aware of emergency plans such as fire and first aid.

An Office Safety [Checklist](#) is available on the website along with the general risk assessment forms and a [safety alert](#) on Use of Display Screen Equipment (DSE) at [www.hse.ie/safetyandwellbeing](http://www.hse.ie/safetyandwellbeing).