# Office Safety Infographic



# Stay safe in the office

## Trips and Collisions



Keep walkways free of clutter like trolleys, boxes and unused equipment

File drawers, desk drawers and cabinet doors must be kept closed

Electrical cords shouldn't cross through foot traffic areas and should never run through combustible materials or beneath carpeting

#### Spills



immediately until the area is completely dry

Pay close attention to areas prone to rainy day wetness, such as entryways and tile floors

Nonslip runners or mats can be placed in wet prone areas

### Cleanliness



Cleanliness prevents the spread of workplace bugs that can cause illness

Bathrooms, kitchens and appliances must be regularly sanitised. Reducing build-up of dusts and dirt on surfaces reduces airborne infections and illnesses

Ensure routine maintenance of the building's ventilation and air conditioning systems

Use antibacterial soap, hand sanitiser and single-use hand towels

#### Fire Hazards



Emptying the rubbish

regularly is hygienic and reduces the amount of slips, trips and falls

Position your bins away from heat and ignition sources

Keep the office clean and walkways and fire exits clear to reduce hazards

Ensure heaters are approved for commercial use. Never leave them unattended or near any combustible materials

**Source**: https://www.safetyandhealthmagazine.com