

Office Safety Tips

What you can do to prevent mishaps

You may not think there are dangers in your cubicle, lunch room or near the printer of your office, but there are. To promote office safety, check out the following precautions you should take while doing everyday tasks.

Traffic Cautions

- Clean up spills melting snow and rain water from your shoes so others do not fall.
- Never run, always walk in the hallways.
- Clear clutter such as waste baskets and cords from walkways.
- Hold on to handrails as you walk down stairs.
- Use the elevator if you must carry a heavy box to another floor.

Workstation Safety

- When you are not using desk and file drawers, close them.

- Do not place file cabinets near doors or in high traffic areas of the office.
- Place heavy loads on the bottom shelves of file cabinets and open one drawer at a time when retrieving items.
- Open drawers only with the handle to avoid getting your fingers stuck.
- Avoid paper cuts by handling documents carefully and slowly.
- Keep your legs planted on the floor and do not lean back in your chair.
- If you need to reach something up high, do not stand on a chair or desk.
- Avoid eating or drinking near your computer. If you were to spill on it, the computer could break and cause the warranty to be void.

THE DEPARTMENT

Janice Boiko
Program Director
(780) 930-3827
jboiko@lloydsadd.com

Garth Lane
Account Executive
(780) 930-3812
glane@lloydsadd.com

Cheryl Rannie
Account Manager
(780) 930-3850
crannie@lloydsadd.com

Kathy Prefontaine
Account Manager
(780) 930-3844
kprefontaine@lloydsadd.com

William Trujillo
Account Assistant
(780) 930-3851
wtrujillo@lloydsadd.com

Notify HR of workplace problems...

If you see any loose carpeting, uneven floors or missing tiles, notify HR. They can quickly address the problem so you and your co-workers do not injure yourselves unnecessarily.