

- 1 - To avoid slipping on hard surface floors, always pick up any paper, pencils, paper clips, rubber bands and similar objects from the floor.
- 2 - Place the extension cords and telephone cords out of the way to avoid tripping hazards. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances or exits.
- 3 - Turn lights on when entering any darkened room.
- 4 - Report all defective and broken equipment such as damaged desks, chairs, office machines, doors, electrical wiring and fixtures to your supervisor or designated safety personnel.
- 5 - Avoid fast movements, especially at blind corners and on stairs.
- 6 - Do not stand in front of closed doors.
- 7 - Always use handrails when going up or down stairs.
- 8 - Use rubber fingers to avoid cuts from sharp paper edges.
- 9 - Put heavy files in bottom drawers of file cabinets to avoid tipping.
- 10 - Open only one file drawer at a time, and close it as soon as you are through using the cabinet.
- 11 - Do not leave desk drawers open.
- 12 - Do not use the stairs, window sills or top of filing cabinets as storage space.
- 13 - If smoking is allowed, use ash trays for cigarette butts and match sticks. Do not place them in the trash can.
- 14 - Do not kick objects out of your pathway; pick them up or push them out of the way.
- 15 - Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a co-worker.
- 16 - Use the handle when closing doors, drawers and files.
- 17 - Close drawers and doors immediately after use.
- 18 - Do not tilt the chair you are sitting in on its back two legs.
- 19 - Carry pencils, scissors and other sharp objects with the points down.
- 20 - Do not stand on furniture to reach high places.
- 21 - Use a ladder or step stool to retrieve or store items that are located above your head.
- 22 - Do not use extension or power cords that have the ground prong (third prong) removed or broken off.

- 23 - Do not place your fingers in or near the feed of a paper shredder.
- 24 - Keep doors in hallways fully open or fully closed.
- 25 - Use a staple remover, not your fingers, for removing staples.
- 26 - Turn off and unplug office machines before adjusting, lubricating or cleaning them.
- 27 - Do not store or leave items on stairways or walkways.
- 28 - Do not run on stairs or take more than one step at a time.