



EHS Fact Sheet

Office Safety

Introduction

Office environments are often overlooked when it comes to workers' safety, but these areas can also have adverse effects on workers safety and health. The most common office injuries are a result from falling, overexertion, lack of workstation ergonomics, poor housekeeping and strains.

The environment of an office can also affect workers in terms of discomfort, anxiety and job dissatisfaction. Work flow, office layout and general ambiance can be arranged in a way that is pleasing to workers, and in turn can add to the overall safety culture and participation.

Types of office accidents

- Falls from chairs as a result of tilting chairs, sitting down without looking, or standing in chairs.
- Slips, trips and falls that occur from poor housekeeping.
- Strains can result from moving books, furniture and other office equipment.
- Filing drawers may fall and strike an employee when opened too far.
- Employees often bump into stationary objects, such as doors and desks.

Preventing office injuries

- Keep your work area clean and free of any obstructions.
- Arrange your workstation to be ergonomically sound and additionally, practice good posture.
- Watch for spills, obstacles or other trip hazards in the workplace.
- Keep all desk and file cabinet drawers closed when not in use.
- Bring any safety deficiencies to management's attention.
- Take breaks from your computer screen and stretch during your break.

