

# **SAFETY TIPS**

## **I. GENERAL OFFICE SAFETY**

### **A. New Employees**

#### **1. Formal Safety Orientation & Documentation**

- a) See Attachment 1 and 2

### **B. Housekeeping**

#### **1. Minimize combustible load**

#### **2. Store files in archives**

#### **3. Keep drawers closed**

#### **4. Keep aisles uncluttered**

#### **5. Clean up spills**

- a) Do it now

- b) Do not say "It's not my job"

- c) Save yourself or co-worker from injury

#### **6. Clear Ice and Snow**

- a) Report uncleared areas to maintenance immediately

- b) Thaw and refreeze may create new ice areas, report them to maintenance

#### **7. Check equipment for defects**

- a) Have repaired or replaced before injury

## C. General

1. Use appropriate tools
  - a) Do not stand on chairs—Use stools or ladders
  - b) No makeshift screwdrivers
2. Make no wall penetrations—repairs existing one
3. Do not block fire door opening
4. Know where staff member are—maintain log
  - a) Vacation/sick/seminar
  - b) Breaks
  - c) Out of building--working/appointments
  - d) Out of building—personal/appointments
  - e) Present at work station
5. Do not use elevators in fires
6. Mark all exits with battery or generator lighted signs

## D. Ergonomics

1. VDT Operators
  - a) Slant keyboards
  - b) Anti-glare screens or position to avoid glare
  - c) Wrist rests or rolled towels
  - d) Position important
    - (1) Feet flat on floor
    - (2) Back straight—Lower back supported

(3) 90 degree angles for elbows

(a) Lower keyboard

(4) Center of monitor 2 inches below eyes

e) Use document holder

## 2. Lifting

a) Keep weight close to body

b) Lift straight up with legs

c) Do not twist torso during lift

d) Minimize Lifting needs

e) Place materials between upper thigh and shoulder height

f) Storage of Office/Medical supplies

(1) Store heavy objects in area described above

(2) Lift items can be stored high or low

## 3. New Workplace equipment

a) Train all staff who will use equipment

b) Untrained employees should be restricted from access

c) Report all troubles to designated person (s)

(1) Do not try to fix whither knowledge of equipment

## 4. Public Access

a) Service Agencies

(1) Identify Risk Exposures

(a) Children/Electricity—Outlet covers

(b) Mobile Equipment—Lower center of gravity

(i) Fasten securely

(2) Hostile Clients

(a) Emergency Response Team

(b) Calming influences

(c) Interview room layout

(i) Place client furthest from door

(ii) Allow escape route for employee

## **II. AUTOMOBILE**

- A. All drivers licensed
- B. Walk around car
  - a) Look for physical damage—report prior to leaving
  - b) Check tires
  - c) Check lights and signals
- C. Use seatbelts
- D. Drive with caution
- E. Treat the vehicle as if it were your own
- F. Accidents
  - 1. Provide/seek medical assistance
  - 2. Exchange insurance information
  - 3. Do not admit liability
  - 4. Get police to write a report whenever possible
  - 5. Report to supervisor as soon as possible
    - (a) First report of injury
    - (b) Motor Vehicle Accident report
  - 6. Report to Fleet services as soon as possible

### **III. CLINIC SITES**

A. Appropriate disposal of wastes

1. Red Bag
2. Normal waste stream

B. **Do Not Recap** Syringes

1. Use sharps containers
2. Do not leave syringes laying around

C. Bloodborne pathogen training

1. HIV/AIDS
2. Hepatitis B
3. TB and Hepatitis A

**IV. REPORTING INJURIES/ILLNESSES**

A. Injured worker

1. Seek/provide medical treatment when necessary
2. Report injury to supervisor

B. Supervisor

1. Report claims to agency/department personnel
2. Complete investigation form –See attachment
  - a) Department /Agency specific or generic statewide version
  - b) Identify witnesses
  - c) Take statements
  - d) Photos of serious accident or fatality scenes are critical
  - e) Submit all to Third Party Administrator and to the Insurance Coverage Office
3. Report all concerns of illegitimate claims to the Insurance Coverage Office

C. Agency Personnel

1. Complete First report of Injury
2. Submit to Third Party Administrator
3. Report all concerns of illegitimate claims to Insurance Coverage Office
4. Notify Third Party Administrator of all changes in status of the employee

(1) Return to Work

- (a) Modified Duty
- (b) Full Duty

(2) Subsequent lost time due to injury

(3) Offer to alternate job

**V. USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**A. Employee**

1. Ask for equipment if you are exposed to hazards

(1) Hearing protection

(2) Eye protection

(3) Gloves

(4) Miscellaneous

**B. Supervisor**

1. Insist on use of PPE or mechanical aids

2. Discipline person who fail to abide by safety rules