Office safety moment and toolbox talk

29 CFR 1910.22, 1910.305, 1910.176, 1910.37, 1910.38, 1910.36

Date _____ Trainer _____ Location _____

Opening question

Think about the path from your desk to the nearest exit. Is there anything on it someone could trip over, or that would slow us down in an emergency?

Why it matters

Offices feel safe, so hazards are easy to ignore. Trips over cords and boxes, falls from chairs used as ladders, tipping file cabinets and blocked exits can all hurt people who work at a desk. A few small habits go a long way.

Key points

1. **Keep walkways clear and dry**
   In general industry, workplaces must be kept clean and orderly, and walking surfaces must be kept free of hazards such as loose boards, leaks and spills. Wipe up spills right away, push in your chair, and keep boxes, bags and cords out of walkways. If a carpet edge or floor tile is loose, report it so it can be fixed or blocked off until it is (29 CFR 1910.22(d)(2)).
   29 CFR 1910.22(a)

2. **Use cords and power strips the right way**
   In general industry, flexible cords, including extension cords, may not be used as a substitute for a building's fixed wiring. Do not run cords through doorways, under rugs or across walkways, and do not plug one power strip into another. Check cords before you use them, and take a damaged cord out of service (29 CFR 1910.334(a)(2)(ii)).
   29 CFR 1910.305(g)(1)(iv)(A)

3. **File cabinets, shelves and reaching high**
   Open one file drawer at a time and close it when you are done, so the cabinet does not tip and nobody walks into an open drawer. Keep heavy items on lower shelves, and stack boxes so they are stable and secure against sliding or collapse. To reach something high, use a step stool or a ladder, never a chair, especially one with wheels.
   29 CFR 1910.176(b)

4. **Set up your workstation**
   Adjust your chair so your feet rest flat and your lower back is supported. Put the screen straight in front of you, about an arm's length away, with the top at or a little below eye level, and keep the keyboard and mouse close. Get up, stretch and rest your eyes during the day.

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5 Keep exits clear and unlocked

In general industry, exit routes must be free and unobstructed, and no materials or equipment may be placed in them, even temporarily. Employees must be able to open an exit route door from the inside at all times without keys, tools or special knowledge (29 CFR 1910.36(d)(1)). Never park carts, boxes or a printer in a hallway that leads to an exit, and never stack anything in front of an electrical panel.

29 CFR 1910.37(a)(3)

6 Know the emergency plan

Where OSHA requires an emergency action plan, it must cover how to report a fire or other emergency, how to evacuate and which exit routes to use, and how everyone will be accounted for afterward. The employer must review the plan with each employee covered by it, including when they are first assigned, when their duties under it change, and when the plan changes (29 CFR 1910.38(f)). Know the alarm, your way out, the meeting spot and who to report to.

29 CFR 1910.38(c)

Scenario

Picture this: A fire alarm goes off on a busy afternoon. The quickest way out is the back hallway, but it is lined with boxes from a supply delivery and a printer that was moved there last week. A coworker hurrying past catches a foot on a power strip cord that runs across the aisle and falls. What could have prevented this, and what would you do if it happened today?

Crew discussion

1. Is there anything in our walkways or exit routes right now that should not be there?
2. Where are the nearest exits from this room, and where do we meet once we are outside?
3. Are any cords here running across walkways or under rugs?
4. Who do we tell about a loose carpet, a broken chair or a dark exit sign?

Bottom line **Keep walkways and exits clear, reach high the safe way, and know your way out before you need it.**

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Topic / Tema Office safety / Seguridad en la oficina

Date / Fecha _____

Trainer / Instructor _____ Location / Lugar _____ Company / Empresa _____

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