Toolbox KITS

OFFICE SAFETY TRAINING

Office safety training

Walkways, storage, ladders, cords, exits and emergency plans, with 29 CFR 1910 citations

About 40 minutes, with a 10-question quiz

35 slides | About 40 minutes | 10-question quiz | English + Spanish

SAMPLE

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MODULE 1

Floors, walkways and storage

☐	Keep the workplace, passageways, storerooms and service rooms clean, orderly and sanitary	1910.22(a)(1)
☐	Keep floors clean and, to the extent feasible, dry	1910.22(a)(2)
☐	Keep walking surfaces free of hazards like loose boards, leaks and spills	1910.22(a)(3)
☐	Inspect walking surfaces regularly and as necessary, and keep them in a safe condition	1910.22(d)(1)
☐	Storage must not create a hazard. Stacks must be stable and secure against sliding or collapse	1910.176(b)
☐	Keep storage areas free of piled-up material that is a trip, fire or pest hazard	1910.176(c)

29 CFR 1910.22(a)(1) · 1910.22(a)(2) · 1910.22(a)(3) · 1910.22(d)(1) · 1910.176(b) · 1910.176(c)

SAMPLE

Toolbox KITS

Crew handout

Office safety: what to remember

29 CFR 1910.34, 1910.22, 1910.23, 1910.305, 1910.334, 1910.37

Do

- Keep walkways, aisles and exit routes clear at all times
- Wipe up spills right away, or guard the spot and report it
- Use a stepstool or stepladder to reach high shelves
- Check cords before you use them, and take damaged ones out of service
- Open one file drawer at a time and keep heavy items on low shelves
- Keep the space in front of electrical panels, extinguishers and pull stations clear
- Set up your chair and screen so you sit comfortably, and get up and move during the day
- Know the alarm, your nearest exits and your meeting spot

Don't

- Don't stand on a chair, desk or box
- Don't park boxes, carts or equipment in an exit route, even for a moment
- Don't run cords through doorways, across aisles or under rugs
- Don't plug a power strip into another power strip
- Don't prop open a stairway fire door
- Don't keep resetting a tripped breaker; report it

SAMPLE

Remember **Keep the way out clear, reach high the safe way, and report hazards the day you see them.**

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