



# MSU-ES Dawg Tracks

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*Safety Tips: Avoiding Office Injuries*



We tend to sometimes take office safety for granted. The reasons being that it is a lighter form of work than our usual agricultural duties. Truer enough it is less strenuous, requiring less physical work than other fields of endeavor.

However, we need to take the same precautions in our office settings as we do on our other fields of endeavor. Carelessness and non-focusing can result in an office accident or injury the same as occurs on the agronomy fields of work.

Following we shall list and discuss some hazards that we can avoid by practicing a little more attentiveness in the office environment?"

## FALL HAZARDS-

- ❖ Falling is the most common of all office accidents and results in numerous disabling injuries.
- ❖ Tripping over open office and file drawers.
- ❖ Bending while seated in an unstable chair.
- ❖ Tripping over electrical wires or cords.
- ❖ Using a chair to reach upper shelves instead of a ladder.
- ❖ Slipping on wet floors.
- ❖ Tripping over loose carpet, broken tiles or concrete.
- ❖ Tripping over objects stored in hallways, stairways or other walkways,
- ❖ Tripping because of poor lighting.

## All of these accidents can be eliminated, or at least greatly reduced, if we train our people to:

- ~Always close all drawers completely after each use.
- ~Don't run in the office.
- ~Be sure that walkways, hallways, and stairways are clear of any obstructions.
- ~Avoid excessive bending, twisting, or leaning backwards while you're seated.
- ~Keep electrical cords and wires off the floor or cover them with an electrical strip cover.
- ~Always use a ladder and not a chair for reaching.
- ~Clean up spills immediately.
- ~Report loose carpet, broken tiles or concrete to your Supervisor.
- ~Wear stable shoes.
- ~Do not carry any load that obstructs your vision.

## If you feel yourself falling, try to hit on your shoulder and roll.

## Following are some tips, if practiced, will help you avoid a potential serious back injury:

- ✓ Look at the object that you plan to lift. If you have any doubts about the weight or its bulkiness, ask for help or get a lift. (This is not the time to show off your muscle).
- ✓ Use your legs and not your back. The leg muscles are larger and better positioned over the hips and knees to lift safely.
- ✓ Position your hips and feet toward the object that you are lifting or moving. Try to avoid twisting your body.
- ✓ Maintain the natural curves of the neck, upper and lower, while lifting.
- ✓ Keep objects close to the body to reduce the strain on the body.
- ✓ Push- don't pull. Pushing places the legs in a natural position to do the work. Pulling forces the back into a forward, bending motion.
- ✓ Squat and stand to pick up from the floor. Bending from a seated position and then sitting places an extreme strain on your back. The chair may be unstable and slip; so when you get up, move the chair away from where you are starting to lift.

## TIPS TO AVOID BACK INJURIES-

- Avoid twisting when lifting a load. If twisting is a part of your workload, ask the supervisor to consider a job revision to alleviate some of the twisting.
- Try to rotate your tasks from periods of standing to those of moving or sitting.
- Store materials at knee level, not on the floor.
- Avoid carrying heavy objects for long distances. Use a hand truck or cart to move materials.

## TIPS FOR GOOD HOUSKEEPING-

- Avoid stacking boxes and papers on top of the cabinets.
- Stack materials in such a way they will be uniform in size and stack.
- Store heavier objects on lower shelves.
- Keep walkways, archways, and stairs clean of any obstruction.

**CHANCE TAKERS ARE ACCIDENT MAKERS!!!!**