

# SAFETY TIPS IN THE WORKPLACE

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Safety in workplace involves making arrangements so as to avoid accidents. At the same time, it also involves being alert to certain hazards and having knowledge about the measures used to overcome them. For e.g., it is essential to make arrangements to avoid fire; and at the same time, people should be aware of the measures taken to escape in case of fire.

The safety measures at office need to be undertaken by the administrative staff; as well as employees, up to some extent. Here are a few safety tips for the office or for the workplace:

## OFFICE SAFETY

- ⇒ Keep your working area neat and clean. Piles of papers and stacks of files combined with a tangle of wires are a disaster waiting to happen, on several fronts. A clean work space will also enable you to identify a problem and tackle it faster and more effectively.
- ⇒ Ensure that all your doors and windows have security locks. If you are an establishment that deals with cash on a daily basis, then you may attract burglars. Install security cameras at doors and exits. This will help you record the images of thieves and such and help the police in locating the culprit.
- ⇒ In order to avoid slipping and injury, it is essential to have the floors moped clean and dry. Secondly, walkways and stairways should have a good lighting.
- ⇒ Employees should make sure that their computer and keyboard are kept at proper position to avoid eye and wrist problems respectively.
- ⇒ Similarly, sharp objects like scissors, blades, paper cutter, stapler pins, etc. should be kept away and at safe places.



## ELECTRICAL / FIRE SAFETY



- ⇒ Install fire alarms. Practice fire drills with your employees. During the practice sessions, ensure that all the employees follow the rules (such as getting low on the floor, closing doors and windows to contain the fire, etc.). Mark all the exits with noticeable signs so that employees know where to go to in case such an emergency occurs. Never lock these exits, but be sure to install security cameras on these doors.
- ⇒ It is a wise idea to install fire proof furniture in the office.
- ⇒ Ensure that all the workstations, machines, etc. are installed properly. While installing such electric equipment and appliances, ensure that the wiring and switchboards are earthed properly so as to prevent electric shocks.
- ⇒ It is recommended to keep all the wires and cords off the floor to prevent injuries caused due to tripping.
- ⇒ Water and electricity should never be very close to each other. Also note that the electric plugs at cubicles should be away from places where water or coffee spills are most likely to occur.
- ⇒ Apart from fire and electrical accidents, it is also essential to take earthquake into consideration. Firstly, it is wise to have all the cabinets and desks firmly secured to the wall or the floor to avoid much damage during an earthquake.