

## **CHAPTER 9      OFFICE SAFETY**

### **9.1      INTRODUCTION**

This chapter discusses potential hazards encountered in normal office environments and the precautions to be taken to avoid them. All injuries should be reported to the Occupational Medicine Office (OMO) immediately following the occurrence.

### **9.2      SCOPE**

This chapter pertains to all workers at PPPL.

### **9.3      DEFINITIONS (RESERVED)**

### **9.4      RESPONSIBILITIES**

9.4.1    Department or Division Heads are responsible for ensuring line implementation of this chapter.

9.4.2    Supervisors are responsible for assuring that Section 9.6, "Practices and Procedures," is made known to and followed by all personnel under their direction.

9.4.3    Each employee working in an office is responsible to comply with Section 9.6, "Practices and Procedures."

### **9.5      REQUIREMENTS (RESERVED)**

### **9.6      PRACTICES/PROCEDURES**

#### **9.6.1    General**

- A.    No materials (supplies, chemicals, books, paper, bottles, boxes, equipment, tools, or other items) shall be stored on top of cabinets, file banks, book cases, or other places in such a way that they may be dislodged and fall.
- B.    Only one file cabinet drawer shall be opened at a time to avoid the possibility of overturning the cabinet. Wherever practical, file cabinets shall be secured to each other or to the wall.
- C.    Cords shall be kept out of aisles and walkways to prevent tripping hazards.

- D. Employees shall avoid leaning back to the limit in spring-loaded swivel chairs.
- E. Persons using ashtrays shall assure that ashes are cooled before being emptied into waste baskets. Ashtrays should not be emptied until one hour after their last use.
- F. New furniture shall be checked for sharp edges, burrs, or damaged places that may cause cuts or snags. Facilities Engineering Division personnel shall be contacted to address defects.
- G. File and desk drawers, and bookcase and cabinet doors shall be closed when not in use.
- H. Staplers shall be used carefully to avoid flying staples and punctured fingers.
- I. Paper cutters shall be provided with proper guards.
- J. A proper step-stool or roll-away platform ladder shall be used when it is necessary to reach excessive heights. Chairs or other office furniture shall not be used in place of this equipment.
- K. Coffee pots and hot plates shall be placed where they will not be upset, dislodged, or inadvertently contacted and shall be turned off when unattended.
- L. Razor blades, knives, scalpels, scissors, pipets, or other sharp instruments shall be stored carefully to avoid cuts. Razor blades shall be used only in proper holders.
- M. All injuries shall be reported in accordance with paragraph 9.1.
- N. Any malfunction of equipment, mechanical or electrical, shall be reported to supervisors for proper repair or replacement.
- O. The minimum width of any corridor or passageway shall be 44 inches. The minimum width of any aisle or passageway, within a private office, shall be 36 inches.
- P. Carrying objects of excessive weight shall be avoided.

- Q. Materials shall not be carried in such a manner as to block the carrier's view of the walkway or possible obstructions.
- R. Use of personal (not owned by PPPL) electrical appliances (desk lights, fans, heaters, etc.) shall be approved by the ES&H Division. Personal electrical appliances shall meet the following criteria as a minimum:
  - 1. UL listed.
  - 2. If damaged, appliances must be repaired by a qualified person (see Section 2, Electrical Safety).
  - 3. Plugs having a loose insulating disk covering the screw terminals are not permitted.
  - 4. Cords may not be spliced, taped, or otherwise repaired.
  - 5. Space heaters owned by personnel must be approved by the Facilities Engineering Division's Fire Protection Engineer (see Section 5, Chapter 3, Part 3.13.2).
- S. When selecting chemicals, the requirements of Section 8, Chapter 1, Part 1.5, shall prevail.

## 9.7 REFERENCES

National Safety Council, Accident Prevention Manual for Industrial Operations, Chicago, Eighth Edition.

NFPA 101, "Life Safety Code," Quincy, MA, 1991.