



Code of Safe Work Practices Office Environments

Updated January 2010

The following list includes General Codes of Safe Practices applicable to office/administrative areas. It is each employee's responsibility to evaluate worksite-specific hazards and incorporate additional safe practices as necessary for the specific hazards.

1. All employees shall read and familiarize themselves with the following safety-related resources available on the Town's web site:
 - Injury and Illness Prevention Program
 - A Violence-Free Workplace Policy
2. Employees shall report all unsafe conditions immediately to the Supervisor or to the Safety Hotline.
3. Employees shall report all accidents, injuries or occupational illnesses immediately to the Supervisor.
4. Department Directors and managers are responsible for overseeing that their employees follow rules and regulations to ensure a safe work environment and take action as necessary to obtain compliance from employees.
5. All employees shall be provided with training as it pertains to their job tasks.
6. Horseplay and other acts that tend to place individuals at risk or affect the safety of others in the workplace are strictly prohibited.
7. Substance abuse or other conditions that adversely affect the employee's safety, health, and behavior are not allowed at the workplace.
8. Weapons are not permitted in the work environment.
9. Files, materials, and supplies shall be stored safely to avoid falling and tripping hazards.
10. Employees shall practice good housekeeping. Work areas, including areas under or around desks, shall be kept free of boxes or debris and trash shall be placed in appropriate receptacles.
11. Floors shall be kept clean and dry to prevent slipping hazards.
12. Spills shall be cleaned up immediately.
13. Trash, garbage or waste containers shall not be allowed to overflow.
14. File cabinet or desk drawers shall not be left open.
15. The top drawer of a file cabinet that does not have full bottom drawers shall not be fully opened.
16. Workstations shall be adjusted as appropriate for employee comfort and to relieve physical strain and unnecessary exertions, to the extent possible.
17. Proper lifting and carrying techniques and appropriate equipment shall be used.
18. Employees shall not run electrical cords or any other cords, ropes, cables, or other trip hazards across aisles, walkways, corridors, passageways, stairways, or any other areas where people might be expected to walk. Electric cables and cords shall be secured to avoid trips and falls.
19. All electrical equipment shall be plugged into appropriate wall receptacles. Extension cords are permitted for temporary use only.
20. Power strips shall be plugged directly into approved electrical outlets.

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21. Using three-pronged plugs is recommended to ensure continuity of ground.
22. Lights or lighting fixtures shall not be tampered with or removed.
23. Employees shall wear personal protective equipment or clothing (PPE) in all areas requiring PPE to be worn.
24. Office equipment and hand tools shall only be used for their intended purpose.
25. All equipment such as fans, paper cutters, and shredders shall have built in guards to prevent cuts and abrasions.
26. Use of ladders or step stools shall comply with all safety instructions and design specifications of the equipment.
27. Portable fire extinguishers shall not be operated, tampered with or removed except in an emergency and in accordance with safety procedures. If a fire extinguisher is used, the department shall contact Physical Plant to recharge the extinguisher.
28. In the event of a fire, employees shall sound the alarm and evacuate using designated escape routes.
29. Upon hearing a fire alarm, employees shall stop work, proceed to the nearest clear emergency exit, and gather at the designated assembly point.
30. Materials and equipment shall not be stored under egress stairways. Items shall not block access to fire extinguishers, fire pull stations or other firefighting equipment.
31. Items shall not block or obstruct emergency exit doors, aisles, hallways, or stairways.
32. Adequate aisle space shall be maintained.
33. Electrical control panels shall not be obstructed. There shall always be a 36-inch clearance in front of this equipment.
34. When storing high materials a minimum clearance of 18 inches between the top of the storage and a fire sprinkler head is required.