

	<h1>OFFICE SAFETY</h1>	Doc No:	5101 - 5006
		Issue Date:	19 Jun 2023
		Revision Date	N/A
		Revision:	0
<i>SAFETY OPERATING PROCEDURE (SOP)</i>		Page 1 of 7	
OPR:	Approval:	DEPARTMENT: RISK MANAGEMENT	
James Millsaps, Coordinator, Safety & Health	Kelly Bird, Director, Human Resources/Risk Management		

TABLE OF CONTENTS

PARAGRAPH	PAGE
1.0 PURPOSE	2
2.0 REQUIREMENTS	2
3.0 FIRE PREVENTION.....	2
4.0 OFFICE EQUIPMENT	4
5.0 DOORS	5
6.0 LIGHTING	5
7.0 ELECTRICAL	5
8.0 FLOOR SURFACES.....	5
9.0 ISLES & STAIRS.....	6
10.0 ERGONOMICS.....	6
11.0 PARKING LOTS & SIDEWALKS	6
12.0 TRAINING	6
13.0 RECORD KEEPING.....	6
14.0 ABBREVIATIONS.....	7
15.0 DOCUMENT HISTORY	7

INTENTIONALLY LEFT BLANK

TITLE OFFICE SAFETY	SOP 5101 - 5006	DATE 19 Jun 2023
------------------------	--------------------	---------------------

1.0 PURPOSE

- 1.1 To provide Okaloosa County employees safety rules for office settings that are general in nature and are designed to be observed throughout all office areas located on all County properties. Employees must realize safety encompasses all types of work areas, and office settings are no exception.

2.0 REQUIREMENTS

- 2.1 Directors, managers, and supervisors are responsible for ensuring compliance with this policy in all office areas under their control.
- 2.2 Horseplay of any kind is strictly prohibited.
- 2.3 Everyone should keep to the right when walking in passageways, hallways, etc.
- 2.4 Convex mirrors should be placed and used in corners and other blind intersections to prevent employees from colliding with one another.
- 2.5 People carrying material must be sure they can see over and around it when walking through the office.
- 2.6 When carrying material up or down stairs limit the size of the load so one hand is free to use a handrail. Always maintain three points of contact.
- 2.7 Liquids and other foreign debris should be immediately cleaned up off the floor to prevent employees or patrons from slipping.
- 2.8 Damaged or torn rugs should be replaced immediately. Ensure rugs are always lying flat to prevent tripping hazards.
- 2.9 Always maintain good housekeeping throughout the office. Every employee is to keep their workstation area neat, clean and free of hazards.

3.0 FIRE PREVENTION

- 3.1 Every office should have a posted emergency evacuation plan.
- 3.2 The emergency evacuation plan should be practiced on a regular basis. Employees are to familiarize themselves with the emergency escape routes within their areas. If in doubt, ask your supervisor.
- 3.3 Automatic fire detection systems should be in place and tested on a regular basis.

TITLE OFFICE SAFETY	SOP 5101 - 5006	DATE 19 Jun 2023
------------------------	--------------------	---------------------

- 3.4 Fire extinguishers should be securely mounted, clearly identified and inspected monthly and annually. Defective extinguishers should be replaced immediately.
- 3.5 All employees should know where all manual fire alarms are located in the building they are working in.
- 3.6 Ensure emergency numbers are posted and readily available.
- 3.7 Keep combustible/flammable materials away from any heat sources.
- 3.8 Electrical cords are to be inspected periodically for cuts or tears in the insulation. Cords found with cuts or tears are to be repaired or replaced.
- 3.9 Overloading of electrical outlets will not be permitted. Two socket outlets will only have two plugs installed at a time.
- 3.10 Electrical cords will be routed under desks and out of the way. Cords that extend across aisles or walkways will be there only for a temporary basis and taped flat or covered with a cord/cable protector.
- 3.11 Kitchenware such as microwaves, toaster ovens, coffee pots, K-cup machines, and etc. in breakrooms should be cleaned regularly. Follow all manufactures recommendations and do not overload receptacles when in use.
- 3.12 Employees that bring portable space heaters to the office shall have a tip over cutoff switch. Always follow all manufacturer recommended safety precautions, never plug into a power strip or overload a circuit, and never leave running heaters unattended.
- 3.13 In case of fire, **NEVER** use elevators for exit. Always use stairs to avoid being trapped should a power outage occur.
- 3.14 Passageways and exits will be kept clear at all times. Nothing shall be stored in stairwells or near exits. Empty boxes and large trash will be placed out of any aisles, walkways, or emergency exits. These items will also be removed from the office area daily unless stored in recycling bins.
- 3.15 Trash cans will be emptied of trash daily.
- 3.16 Empty boxes and large trash will be placed out of any aisles, walkways, or emergency exits. These items will also be removed from the office area daily unless stored in recycling bins.

TITLE	SOP	DATE
OFFICE SAFETY	5101 - 5006	19 Jun 2023

3.17 Facility should have emergency lighting located at all exits and should be tested monthly.

4.0 OFFICE EQUIPMENT

- 4.1 Casters on chairs should be securely fixed.
- 4.2 Chairs should be purchased with easy-to-adjust seat heights and back supports.
- 4.3 Employees should be shown how to properly adjust their chairs.
- 4.4 Employees should not be leaning back in chairs, all castors/legs to remain on the floor at all times.
- 4.5 For items to be retrieved from elevated heights, a proper step stool or ladder shall be used. **Using chairs or desks for climbing is strictly forbidden.** Likewise, store heavy items on the bottom shelves and light items at the top as well as don't store items shelves that are with two feet of a light fixture.

4.5.1 Printers & Electronic Equipment

- 4.5.1.1 Copiers & printers requiring protective covers to be removed to clear paper jams, will be unplugged before attempting to clear the jam.
- 4.5.1.2 Unplug power cords by pulling the plug straight out. Do not pull the cord.
- 4.5.1.3 Cords for electrically operated office machines, fans, lamps, and other equipment shall be inspected frequently for defects or damage.

4.5.2 Filing Cabinets

- 4.5.2.1 File cabinets and desk drawers will be pushed back in after retrieving items from within. Extended idle drawers are a trip hazard.
- 4.5.2.2 File cabinets will be loaded with heavier items to the lower drawers to avoid tipping when the top drawer is opened.
- 4.5.2.3 Use the drawer handle to close the cabinet, not the drawer face. Never close drawers with your feet.

TITLE OFFICE SAFETY	SOP 5101 - 5006	DATE 19 Jun 2023
------------------------	--------------------	---------------------

4.5.2.4 Only one file drawer should be open at one time to prevent tipping the cabinet over.

5.0 DOORS

- 5.1 Take caution when approaching doors, be mindful of the direction of travel a door takes during opening and closing.
- 5.2 Opens doors slowly, take caution as to what or whom may be on the other side.

6.0 LIGHTING

- 6.1 All stairwells should be well illuminated to prevent slips, trips and falls.
- 6.2 Offices should have adequate lighting to prevent eyestrain.
- 6.3 Use only UL (Underwriters Laboratories) approved desk lamps and do not plug them into a battery backup, plug directly into a wall outlet.

7.0 ELECTRICAL

- 7.1 A sufficient number of outlets should be installed to eliminate the need for extension cords.
- 7.2 Cords should not rest on steam pipes or other hot or sharp metallic surfaces.
- 7.3 Floor outlets should be installed in a manner not to create a tripping hazard.
- 7.4 Rest rooms, kitchen, and breakrooms areas are required to have GFCI outlets.
- 7.5 Installation or repair of any electrical equipment should be done by trained/qualified electricians using the proper tools.
- 7.6 Never place furniture, equipment, or other heavy objects on any type of electrical cord.

8.0 FLOOR SURFACES

- 8.1 Floor finishes and waxes should be selected for slip-resistant qualities.
- 8.2 Well-maintained carpet provides good protection against slips, trips and falls.

TITLE OFFICE SAFETY	SOP 5101 - 5006	DATE 19 Jun 2023
------------------------	--------------------	---------------------

- 8.3 Defective floor surfaces should be immediately repaired or clearly identifiable with a caution cone until repairs can be made.
- 8.4 Worn or warped mats under office chairs should be replaced.
- 8.5 Slip-resistant protection should be used on stairways and at lobby or elevator entrances.

9.0 ISLES & STAIRS

- 9.1 Aisles and stairs throughout the work area and offices should be kept clear.
- 9.2 Storage of flammable/combustable materials under stairs is strictly prohibited.
- 9.3 All stairs with four or more steps are required to have hand railings on both sides.

10.0 ERGONOMICS

- 10.1 Computer monitors should be placed directly in front of the user while at the keyboard.
- 10.2 Position the top of the monitor screen at or below eye level and about an arm.
- 10.3 Tilt or swivel the monitor screen to eliminate reflections on the screen or use an anti-glare filter.
- 10.4 Use a document holder to place documents as close to the computer screen as possible.
- 10.5 Employees should have ample clearance to move knees and legs under their workstation.
- 10.6 Adjust the keyboard and chair height to keep forearms, wrists and hands in a straight line while using the keyboard.

11.0 PARKING LOTS & SIDE WALKS

- 11.1 Parking lots and sidewalks must be maintained, debris removed, potholes filled, uneven surfaces corrected, and adequate lighting.
- 11.2 During cold weather, ice removal controls should be used.
- 11.3 Parking lots and side walks should be well lit.

TITLE OFFICE SAFETY	SOP 5101 - 5006	DATE 19 Jun 2023
------------------------	--------------------	---------------------

12.0 TRAINING

12.1 Supervisors will train, or ensure employees are trained on proper office safety measures for the tasks they are performing and at the facilities they are working in or around.

13.0 RECORD KEEPING

13.1 Training records shall be maintained at the department in which the employee is working and a copy of the training certificate will be sent to Human Resources for their permanent file.

14.0 ABBREVIATIONS

ABBREVIATION	DESCRIPTION
UL	Underwriters Laboratory
GFCI	Ground Fault Circuit Interruptor

15.0 DOCUMENT HISTORY

DATE	TYPE	DESCRIPTION OF CHANGE
19 Jun 2023	Initial	New Document
	Revision 1	

INTENTIONALLY LEFT BLANK