

Overview: General Safety Procedures

- I. General safety procedures
 - A. Safety attitude
 1. A proper attitude is a must.
 2. Return all pieces of office equipment to their proper locations after use.
 3. Keep areas clean and free of safety hazards.
 4. Clean up any spilled liquids from floors, shelves and/or tables immediately.
 5. Do not sit or lean on tables.
 6. Keep all aisles, doorways, and areas around machines and equipment clean and clear of paper, boxes, and cords.
 7. Immediately report any unsafe condition to proper authorities.
 8. Do not get involved in any "horseplay."
 9. Remove dangling jewelry when operating equipment.
 10. Avoid touching and looking directly at light sources.
 11. Keep all filing drawers and desk drawers closed when not in use.
 12. Ask the supervisors when you are not sure how to operate equipment.
 13. Personal grooming affects safety.
 - B. Keeping a safe and orderly working place
 1. Arrange all equipment to permit safe and efficient operation.
 2. Keep materials and supplies safely stacked or stored.
 3. Keep all hand tools in proper storage area.

4. Dispose of or store all chemicals in safe containers.
 5. Keep all floors clean and free from paper and spills at all times.
 6. Clean up daily.
- C. Storeroom safety precautions
1. If you have several small items to carry, either make several trips or get a dolly or carrier that will make it easier for you.
 2. Do not strain your back! Learn to lift things by using your leg muscles; and if something is absolutely too heavy, do not try lifting by yourself—call for help.
 3. Use a ladder wisely when handling items. Balance yourself carefully, and have someone steady the ladder while you do the moving or lifting.
 4. Arrange boxes on shelves so that the shelves do not bow in the center. If boxes must be stacked, put the lighter, smaller ones on top.
 5. Always use the proper equipment if you must move heavy furniture or file cabinets.
- D. Care of equipment
1. Care of equipment starts by caring for the area around it.
 - a. The work area must be kept clean and neat.
 - b. There should be enough space in the work area for correct machine operation.
 - c. No articles, furniture, or supplies should block operation of machine parts.
 2. Do not try to repair office equipment. When a piece of equipment is not operating properly:
 - a. Pull plug; turn the machine off.
 - b. Call the service repair-person.
 3. Use caution when plugging and unplugging electrical equipment.

- a. Hold the electrical plug rather than the cord to plug or unplug machines.
 - b. Electrical cords should be checked to see if they are frayed, tangled, or damaged.
 - c. Electrical outlets must not be overloaded.
4. Turn off equipment when finished.
 5. Clean up any equipment used.
- E. Safety color code
1. Yellow designates:
 - a. Caution
 - b. Physical hazards

(**EXAMPLES:** Stumbling, falling, striking against low ceilings or other eye-level hazards)

2. Red designates:
 - a. Fire alarm boxes
 - b. Fire blankets
 - c. Fire buckets or pails
 - d. Fire extinguishers
 - e. Fire hose locations
3. Orange designates:
 - a. Dangerous parts of machines which may cut, crush, shock, or otherwise injure the operator.
 - b. Hazards when enclosure doors are open or when gear belts or other guards around moving equipment are opened or removed.
4. Green designates
 - a. Safety
 - b. Location of first aid equipment

5. Blue designates caution and/or warning against the equipment being:
 - a. Started
 - b. Used
 - c. Moved while in the process of being repaired
6. Black, white, or combinations of black and white designates:
 - a. Traffic markings
 - b. Housekeeping markings

F. First safety rules and information

1. Practice fire prevention.
2. Find out what material is burning when a fire starts.
3. Report a fire quickly.
4. Know how to use a fire extinguisher.

(**WARNING:** DO NOT play with fire-fighting equipment because it may not work when you need it.)

5. Know the types of fire extinguishers.

(**WARNING:** Using the wrong type of extinguisher on a fire is dangerous.)

6. Know the location of the fire alarm or notify the office.
7. Know how to treat burns.
8. Keep a clean classroom with flammables stored properly.
9. Know the location of the nearest fire extinguisher.
10. Know the correct way to leave a building in case of fire.

G. First aid

1. Steps to be taken in case of an accident.
 - a. Turn off power.
 - b. Administer first aid

- (1) First aid is the immediate and temporary care given to the victim of an accident or sudden illness until the services of a physician can be obtained.
- (2) Generally, it is performed at the scene of an accident.
- (3) In the event of an accident, the person rendering aid should do the following important things.
 - (a) First, look for bleeding—bleeding from a major artery can kill a person in less than a minute.
 - (b) Next, check for breathing—respiration will normally be present if the heart operates sufficiently to produce severe bleeding.
 - (c) Keep the person lying down.
 - 1) Do not move or manipulate the injured person unnecessarily.
 - 2) Make the person as comfortable as possible.
 - (d) Keep the body temperature constant.
 - (e) Recognize and treat the types of burns.
 - 1) First degree—reddened skin; apply cold water.
 - 2) Second degree—blistered skin; apply cold water and sterile gauze.
 - 3) Third degree—charred or seared skin; get immediate medical help.
- c. Report all accidents and injuries.
- d. Take injured person to hospital emergency room.
2. Other emergency procedures
 - a. Heimlich maneuver
 - b. Cardiopulmonary resuscitation