



## 1.0 Scope and Application

This policy has been developed to specify the conditions needed to maintain a safe working environment in administrative offices. This policy complies with Chapter 32 (Public Employee Safety and Health) of the Wisconsin Administrative code as promulgated by the Wisconsin Department of Commerce.

## 2.0 Responsibilities

Risk Manager: Support and management of this policy.  
Department Heads: Ensure policy is adhered to by all employees.  
Supervisors: Ensure policy is adhered to by all employees.  
Employees: Follow requirements contained in this policy.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

## 3.0 Departmental Policies and Requirements

This policy represents minimum requirements related to office safety. Departmental procedures may be developed to supplement these requirements.

## 4.0 Definitions

None.

## 5.0 Training

All employees will receive instruction in this policy at their time of assignment and whenever this policy is revised.

## 6.0 Documentation Requirements

None.



## **7.0 Care of Work Station**

It is each employee's responsibility to keep their work station neat and free from clutter. Furniture such as tables, desks, and chairs must be maintained in good condition and be free from sharp corners, projecting edges, wobbly legs, etc. Report any loose or rough floor covering to your Supervisor.

## **8.0 File Drawers**

All file, desk or table drawers are to be kept closed when not in use. Never open more than one file cabinet drawer at the same time. As soon as you leave, close them. Never overload top cabinet drawers.

## **9.0 Ladders**

Never use chairs, desks, tables, or other office furniture in place of a ladder or as a makeshift ladder. Use a step ladder. If there is no step ladder available, inform your Supervisor so that one can be purchased if needed. Don't overreach and lose your balance.

## **10.0 Chairs**

Employees should not recline in office chairs.

## **11.0 Doors and Blind Corners**

Be cautious when approaching a door that can be pushed toward you. Take it easy when pushing a door open and slow down when coming to a blind corner.

## **12.0 Paper Cutters and Office Hazards**

Care should be exercised when using and storing scissors, paper cutters, razor blades, etc. Keep the blades of paper cutters closed when not in use. Also make sure paper cutters are equipped with guards. Use a sponge or other wetting device for sealing envelopes. Use rubber finger guards when working with stacks of paper.

## **13.0 Electrical Plugs**

When removing an electrical plug from a receptacle, pull by the plug and not the wire.



#### **14.0 Office Equipment**

Ensure equipment is grounded and that the cord is in good condition. If a machine gives you a shock or starts smoking, unplug it and report it to your Supervisor. Where appropriate, all equipment should be turned off when unattended or not in use.

#### **15.0 Employee Accessory Devices**

The use of accessory devices for personal work areas such as space heaters and fans, must be pre-approved for use by a Supervisor. Such devices must be UL rated and have adequate safety features to prevent a fire. For example, portable electric space heaters must be equipped with a grill and automatic shut-off protection and a tip-over switch. Accessory devices that require the use of chemical substances or fuels are not permitted.

#### **16.0 Electrical Cords**

Electrical cords should be placed to avoid creating a trip hazard. If a cord must cross a pedestrian walkway, it should be enclosed in an appropriate track and secured to the floor. Extension cords are not allowed to be used for heating equipment. Frayed, worn, or broken electrical cords should immediately be reported to your Supervisor.

#### **17.0 Electrical Power Strips**

Electrical power strips are designed to be used for low amperage accessories such as computer equipment, desktop printers and other peripheral equipment. Do not overload power strips by plugging in large appliances or equipment.

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**End Policy**