



SUBJECT:

Office Safety

Training is a vital part of learning, it helps every employee to complete their job or role in a safe and efficient manner.

Top tips:

- Once completed, record all training provided.
- Put your new skills into practice.
- Share your knowledge & skills with others.
- Refresh your training regularly.
- Ask any questions, talk over any concerns
- Enjoy your learning.

Training Support



Tiffany House
Sixth Avenue
Greystree
Ross on Wye
HR9 7HJ.

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Reason	Working in a safe environment helps productivity & reduces accidents.		
Why	Slips, trips and falls are very common in the office areas, our aim is to reduce these incidents and have a safe environment.		
Outline	Following this tool box talk you will be more aware of what to look out for and how as a team everyone can work safely.		
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The Risk

The office areas will have a lot of loose cables, boxes and paperwork in and around desk areas, this can lead to;

- Trips, slips or falls
- Cuts, bruising or even broken bones.

To reduce these risks, everyone should make sure they keep areas clean and tidy, no cables are in the way and all paperwork is kept tidy and off the floor.

A tidy and clean desk policy should be in place.

Never overload power sockets - one plug to one socket to reduce the risk of a fire or electric shock hazard.

Safety Measures

Complete a weekly walk around the office, look out for trip hazards.

Tidy your desk each night, putting away items you are not using.

File paperwork away as soon as possible, recycle what you no longer need.

Turn off any electrical items you are not using, PC's and monitors at the end of your shift.

Make sure there are no cables that can cause a trip hazard.

Only use items that have been 'PAT' tested.

Conclusion

Ensure everyone works in a tidy and methodical way. Keeping walkways free of rubbish, paperwork and cables will reduce the risk of trip or fall and injury.

Electrical items should be tested each year 'PAT Testing' to help ensure that they are safe to use. Discard any appliance that fails any safety test.

Check cables weekly for any visible damage and report any that are found to be dangerous.

Communicate with each other, if you see something that is not right, inform everyone to avoid it.