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1. Purpose

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Work with departments to determine hazards associated with practices unique to each department s work activities

Create, track, and/or conduct inspections on general office safety where applicable with this standard

Supervisor

Ensure defective, damaged, office equipment and furniture are removed from service

Conduct periodic inspections of offices in their department to ensure integrity

Assist in the determination of safe methods for the types of work in the department

Ensure employees are properly trained in this general office safety program

Department Safety Coordinator

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Never leave an open drawer unattended

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Whenever possible, office workers should not face windows, unshielded lamps, or other sources of glare

Adjustable shades should be used if workers face a window

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Material Storage

Improper material storage can lead to items falling and injuring UAA personnel. Reference the UAA Housekeeping and Material Storage Safety Program for more information, but the following should be considered for safe storage in the office:

Keep materials at least 18 inches or more away from automatic sprinklers, fire extinguishers and sprinkler controls

Materials must be kept at least 3 feet from unit heaters, radiant space heater, duct furnaces, and flues

Make sure stored material does not obstruct any of the following:

- Safety Showers
- Fire Extinguishers
- Exits
- Electrical panels
- Fire alarm pull station
- Fire Doors

Avoid storing material directly on the ground, place on a shelf or pallet to discourage pests and allow for easy movement

Avoid storing materials on top of lockers or file cabinets to prevent them from sliding off

Stack boxes and objects straight up and down to maintain stability and prevent from falling

Use shelving and racking whenever possible to provide a more stable storage platform for materials

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