

# PestSure Safety Tips

INSURING THE FUTURE OF PEST CONTROL

A five-minute training Series for Pest Management Professionals.

## Office Safety

### Slips, Trips, and Falls:

Office locations can seem somewhat benign when it comes to injury potential. The hazards might not be as obvious and thus we may be lulled into a somewhat confident sense of security. Studies show that over one-fourth of office injuries are caused by falls.

- Clean up spills on floors immediately. If you must leave to obtain clean-up equipment, ask someone to secure the area or somehow block the traffic flow.
- Repair/replace torn carpets or exposed carpet seams and avoid running electrical cords across the floor.
- Consider wearing lower, wider heels. One third of the falls occurred to women wearing high heels.
- Close desk and file drawers and avoid storing boxes or supplies in hallways or near corners. Be aware of waste basket placement and doors that open into hallway traffic.

Look around to see if you can spot any of these potential problems. If you find any, take the time to correct the unsafe condition immediately.

### Stairways:

If your office has stairs or steps, be aware of these additional fall prevention techniques because falls on stairs cause more than 33,000 disabling work injuries each year.

- Always use the handrail. About 2/3 of the workers falling on stairs were not using handrails when they fell.
- Try to avoid carrying objects or overloading your arms. Many stairway falls occur when your arms are full.
- Don't use stairs for storage and immediately pick up or clean up anything that is spilled or left on a stairway.

### Chairs:

Never use a chair for anything except sitting. Chairs should never be used as replacements for stools or ladders.

- Have a ladder or step-stool available in the office for reaching higher places and provide training for its use.
- Provide a chair that is somewhat adjustable to accommodate a person's height.
- Remove broken chairs from service immediately.

These are just a few tips that can make your office area safer. Take a look around your work area and you will spot some of these and other problems that can be easily fixed. When you spot a hazard, fix it immediately or speak up. We are all responsible for keeping our workplace safe and comfortable.

