

HEALTH & SAFETY – OFFICE TRIP HAZARDS

SAFETY NOTICE

Issued by: Claire Scott, H&S Officer

All office staff need to be aware of potential hazards that pose a threat to you in the offices and surrounding areas. Not only do you need to be aware of hazards around where you are working but also of the potential hazards that can be created by you whilst carrying out your daily activities.

The most common trip or slip hazards in the work place are:

- Uneven floor surfaces
- Unsuitable floor covering
- Wet floors
- Changes in levels
- Trailing cables
- Poor lighting
- Bad housekeeping

Items such as bags, boxes, equipment or materials left on the floor can be a potential hazard for you and any other people entering the area you are working in.

Compressed Air Solutions has ensured that floors are flat, level and covered with a suitable covering to help keep you safe. The lighting is of an acceptable standard to ensure you are able to carry out your daily activities with sufficient lighting.

To ensure that we continue to stay safe please can all office staff please ensure the following:

- 1) **HOUSEKEEPING** - Keep the floor clear and tidy by ensuring all bags and belongings are tucked away under desks or stored in a suitable place.
- 2) Ensure you are wearing suitable footwear for the office and bear in mind the laminate floor that can become slippery when wet.
- 3) Ensure there are no computer cables trailing across the floor or under your feet where you may trip on them when moving from a seated to a standing position.
- 4) Ensure any liquid spillages are wiped up as soon as possible to prevent a slip hazard.
- 5) Ensure when walking in the stores you keep to the designated footways which should always remain clear and free of any other items.
- 6) If taking a delivery ensure that the package is placed safely in a designated place where it does not present a trip hazard.
- 7) At the end of day make sure the floor around your working area is free from any potential hazards that may cause you or a colleague to potentially slip or trip.
- 8) Any accidents must be reported in the accident book which can be found in the main office.