



Office Safety

Thousands of office workers suffer disabling injuries each year. Costs can be measured in discomfort and pain, from minor to serious injuries; disruption in activities, including work schedules, vacations and social life; and dollars spent in medical bills, insurance costs and lost wages.

Slips, Trips and Falls

- **Floor surfaces:** Watch out for freshly waxed or wet floors and for loose carpeting, tiles or floor-boards. Wipe up spills and pick up any objects that could cause a slip.
- **Chairs:** Inspect tilting chairs for loose or defective parts. Never use a chair as a stepladder.
- **Cords:** Be aware of telephone or electrical cords in a walking path. Changing furniture layouts may resolve exposed cord problems.
- **Stairways:** Use handrails and take one step at a time. Report loose or broken steps for repair.
- **Lighting:** Use good lighting to work safely and efficiently. Replace lights that are out of order.
- **Outdoors:** Use caution in parking areas. Watch for curbs and slippery or uneven sidewalks.

Back Injuries

- **Lifting and carrying:** Keep your back straight with your knees bent. With feet slightly apart, lift with your legs, slowly straightening them. Carry loads close to your body.
- **Good posture:** Sit up straight. Keep your neck and back in a straight line. Keep your feet flat on the floor or use a footrest to relieve pressure on your thighs. Adjust chair for the best possible posture.

In an Emergency

- **Office evacuation procedures:** Plan an escape route with two exits. Know the location of fire alarms. NEVER use an elevator to escape a fire. Remain calm and leave the building.
- **Fire extinguishers:** Know their locations and how to use them. Call professional firefighters to fight fires.

Fire Prevention

- **Smoking materials:** Smoke only in designated areas. Use proper disposal receptacles.
- **Appliances:** Use caution around heat sources. Turn appliances off when they are not in use and unplug small appliances. Never overload circuits.
- **Flammables:** Materials that could be a fire hazard should be stored or disposed of properly.

Doors, Drawers and Storage

- **Doors:** Approach doors with caution so you can avoid being hit if the door opens toward you.
- **Filing cabinets:** Fill drawers from the bottom to avoid top-heaviness and tipping. Open one drawer at a time to avoid bumping your head or having the cabinet tipping over.
- **Storage cabinets:** Never overload cabinets that are not bolted to the wall or floor as they could tip. Store heavy, breakable items on low shelves.

Good Housekeeping

- **Keep everything in its place:** Store sharp objects separately.
- **Use a broom and dustpan:** Do not use fingers to clean up glass.

Safety tips developed based on generally accepted safety standards believed to be reliable at the date of publication. Information is for general guidance only and should not be relied upon for legal compliance purposes.

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