



Office Safety

Every employee should endeavor to keep his or her office clean and neat. Excess accumulation of paper products should be avoided to minimize the potential for fire and to eliminate tripping hazards.

Electrical outlets must not be overloaded, and extension cords are not to be used in place of permanent wiring.

Wiring should be routed so as not to present a tripping hazard, even if low profile cable protectors are required.

All electrical power strips or bars should be kept off the floor and secured. They must be UL approved and have a resettable circuit breaker on the strip.

Freestanding bookcases should be stable and/or secured to the wall to prevent tipping. Heavy books should be placed on the bottom shelves.

File cabinets should be opened one drawer at a time to prevent tipping. Whenever possible, cabinets should be loaded from the bottom-up, with the heaviest accumulation in lower drawers.

Ergonomics is the study of fitting the work/job to the individual. Office furniture and equipment must accommodate various body types. For more information and all of the official University of Arizona documentation on this subject please go to <https://risk.arizona.edu/occupational-safety/industrial-hygiene/ergonomics>.

Indoor air quality is a concern of the University and Steward Observatory. For more information and all of the official University of Arizona documentation on this subject please go to: <https://risk.arizona.edu/occupational-safety/industrial-hygiene/indoor-environmental-quality>