
A Cooperative Effort

The Kahnawa:ke Department of Occupational Safety and Health along with Mohawk Self Insurance are working closely to reduce workplace injuries. Workplace injuries cost employers, employees, insurance providers and families thousands of dollars each year. By providing the tools through promoting safety, providing training and or training materials and continued safety awareness, together we can reduce workplace injuries.



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“Safety” Is No Accident



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**Kahnawa:ke Labor Office
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Office Safety



Cubicles to Boardrooms

Working in an Office

Most people believe or take for granted that working in an office, is working in a safe environment. This is not so, there are many safety hazards which office workers face on a daily basis. With the ever-growing modern technology in our offices today, it is not just paper cuts we are talking about. We face a variety of computer, furniture and chemical hazards also.



Don't get caught in Pinchpoints

Learn to look at your office with safety in mind. Most office tasks may be second nature to us, but they can be more dangerous than you think. Expect the unexpected not only for yourself, but for your co-workers also.

Working as team not only reduces or eliminates injuries, it also helps to keep you free of health hazards.

Office Hazards

Falls are the most common office accidents. This happens when people are walking, running, climbing stairs or even leaning back in chairs. There are trip hazards in offices such as extension cords, wet or slippery floors, loose or damaged carpets and tiles and open cabinet drawers that can leave you flat.

Electrical shock can occur due to frays or cuts in wiring and/or improper grounding. Check your plugs, extensions and equipment regularly. Use a three prong ground system and NEVER remove a ground prong from plugs.

Ink cartridges, toners and other chemicals can cause long term health effects. When purchasing office supplies get the Material Safety Data Sheet (MSDS) for all chemicals to be used. Familiarize yourself with the product.

File cabinets which are top heavy can topple over causing serious injury. Only open one drawer at a time and close drawers slowly to prevent pinching fingers. Check metal cabinets for sharp edges or corners which can cause injury.

Lifting or carrying heavy or bulky loads can cause strains and back injuries. Get help when moving heavy or large bulky loads or use a hand cart or dolly.

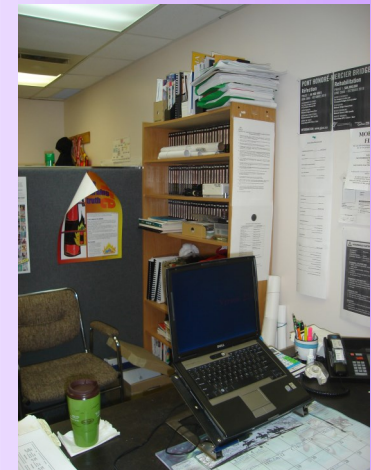
Repetitive motions can cause injuries to the arms and hands when typing. You can also strain your eyes when working at a computer station. Take breaks to exercise arms, hands and to ease stress on your eyes.

Poor lighting, noise, furniture design, equipment and ventilation systems all create safety and health hazards.

Fires can happen at any time. Smoking and electrical equipment are common causes. If your office building has a designated smoking area, use the proper extinguishing receptacles to butt out. Keep flammable materials at least 18 inches away from electrical appliances.

The parking lot of your office building should be well lit, free of cracked or damaged sidewalks or walkways. During the winter months snow removal and icy areas must be maintained on a regular basis.

Remember, a well organized office is a safe office. Notify your supervisor or safety representative of all unsafe conditions immediately.



Don't store materials over 5' feet high they can come crashing down on you

