

# Office Safety Checks



## Safety Committee Slip/Trip/Fall 2019/2020 Initiative

September 25 – October 11

Slip/trips/falls are the number one cause of employee injuries. These injuries sometimes require long-term care, surgery, physical therapy, and miss time from work. This initiative focuses on employee's offices to bring attention to the types of things that may lead to a slip/trip/fall for you as well as others visiting your office. You are an important asset to the college! Missing work as a result of a slip/trip/fall impacts not only you but your co-workers and our students who both rely on your area of expertise.

Please complete the 5-minute checklist using this hard copy or if you prefer, use the [electronic](#) version accessible via the QR code to the right, to assess your office for potential slip/trip/fall hazards. You can complete this individually or as a department. Send the completed hard copy of the checklist to the EHS/Risk Manager, Ritter 112, no later than October 11.



If you have any questions about this initiative, contact one of your Safety Committee Members (list on back of this document).

✓		<b>Areas to Check</b> <div style="text-align: right;"> NAME: _____  BUILDING NAME: _____  OFFICE #: _____ </div>
		<b>Bookcases/cabinets/shelves</b>
	1	Bookcases/cabinets/shelves > than 4' high secured to wall.
	2	Heavy items stored on bottom shelf.
	3	Step stool/ladder present if > than 6' high. Always use a ladder or step stool to obtain items on shelves above 6'.
	4	Height at least 18" below sprinkler heads. Sprinkler heads need 18" clearance to work properly.
		<b>Carpets/Floors</b>
	5	Carpets secured.
	6	Carpet seams secured, not opened or frayed.
	7	Floors free of loose tiles/projections creating trip hazard
	8	Wastebaskets/briefcases or other objects placed out of walkways
	9	Floors clear of pencils, bottles, or other loose objects.
	10	Area rugs secured.
		<b>Electrical Appliances</b>
	11	Cords in good condition, not frayed.
	12	Fans protected by guards.
	13	Switch/receptacle plates in place.
	14	Space heater present. If yes, answer the questions below.
		a. UL listed? There will be a tag on the cord with the information.
		b. Equipped with automatic shut-off if tipped over?
		c. Located at least 3' away from combustibles-trash cans, files, curtains, etc.
		d. Plugged directly into a wall outlet?
		e. Temperature issues within the office?
		f. Facilities contacted?
		<b>Electrical Cords</b>
	15	Extensions cords, phone lines, and other wires secured under desk or along baseboards.
	16	Cords in walkways covered by runners or cord protectors.
	17	Cords draped over radiators, steam pipe, thru doorways or under rugs.
	18	Multi-outlet strips not plugged into other multi-outlet strips.
	19	Extension cords not plugged into other extension cords.
		<b>Electrical Panels</b>
	20	If present, 36" of unobstructed access to breaker panel.

	<b>If "no", implement the action listed.</b>
	<b>Bookcases/cabinets/shelves</b>
<b>1</b>	A work order will be placed with Facilities to secure.
<b>2</b>	Re-distribute the load by placing the heavier items on the bottom shelf.
<b>3</b>	If the department does not have a step stool, purchase one.
<b>4</b>	Remove all items that are stored < 18" from the ceiling.
	<b>Carpets/Floors</b>
<b>5</b>	A work order will be placed with Facilities to secure/repair.
<b>6</b>	A work order will be placed with Facilities to secure/repair.
<b>7</b>	A work order will be placed with Facilities to secure/repair.
<b>8</b>	Move all objects out of your pathway to prevent a slip/trip/fall.
<b>9</b>	Move all objects out of your pathway to prevent a slip/trip/fall.
<b>10</b>	Secure the rug.
	<b>Electrical Appliances</b>
<b>11</b>	Unplug and do not use.
<b>12</b>	Unplug and do not use.
<b>13</b>	A work order will be placed with Facilities to repair.
<b>14</b>	Space Heaters
	a. Do not use. Replace with a UL listed.
	b. Do not use. Replace with unit that is equipped with automatic shut-off if tipped over.
	c. Position the heater 3' or > away from combustibles.
	d. Always plug appliances directly into the wall.
	e. Report the problem to facilities at 610-409-3598.
	f. Report the problem to facilities at 610-409-3598.
	<b>Electrical Cords</b>
<b>15</b>	Move cords, phone lines and other wires out of the pathway and secure under the desk.
<b>16</b>	Use an outlet that is closer and out of the pathway. If a closer outlet is not available, order a cord protector or tape to the floor.
<b>17</b>	Move the cords and determine a safer method to obtain power for your equipment and devices. EHS/Risk Mgr. will follow-up for further assessment.
<b>18</b>	EHS/Risk Mgr. will follow-up for further assessment.
<b>19</b>	EHS/Risk Mgr. will follow-up for further assessment.
	<b>Electrical Panels</b>
<b>20</b>	Move items blocking access.

<b>Safety Committee Member</b>	<b>Department/Area</b>
Carol P. McMillin	Environmental Health & Safety/Risk Manager
Kelley Williams	Director of Human Resources
John Bera	Director of Campus Safety
Shammah Bermudez	Director of Disability Services
Ann Breen	Biology Lab Manager
Deb Feairheller	Assistant Professor Health and Exercise Physiology Director, the HEART Laboratory
Colleen Grzywacz	Administrative Assistant, MCS, Art & Art History and Film Studies
Meghan Jones	Professor and Theater Technical Director
Christopher Guy	Associate Controller Grants and Contracts
Tim Litz	Assistant Athletic Director for Athletic Operations, External Initiatives, and Game-Day Experience
Peter Looft	Campus Safety Officer
Mike Mackin	Mechanic, Facilities
Gabe Moliken	Network Operations Support
Cale Nelson	Assistant Director, Human Resources
Jordan Scharaga	Events Assistant, Conferences & Special Events (CASE)
Matt Zrada	Chemistry Lab Manager