



**ProfTech**  
Workplace Solutions

**Office/Facility Safety &  
Safety Supplies Checklists**

# Just how safe is your staff in your office or facility?

From fire hazards to chemical exposure, chances are something is lacking in the arrangement of your office materials or the use of vital safety supplies. See how protected your office and employees are by following these hazard prevention and necessary supplies checklists.

## Fire Hazards Safety Checklist

- Nothing should be stored closer than 18" under sprinkler heads.
- All fire prevention & alert systems, such as fire extinguishers, pull stations, and strobe lights, should be clearly visible and accessible at all times.
- Store combustible materials (typically janitorial chemicals & supplies) away from ignition sources, exit stairwells, and electrical closets.
- Every stairway, hallway, and exit should always be clear of obstructions.
- Individuals who smoke should stand at least 25 ft. away from the building.



### Fire Extinguisher

This should be placed in a location that is easy to see and remember in the event of a fire emergency. Many companies now make rechargeable extinguishers for ease of use.



### Smoke/Carbon Monoxide Alarm

Smoke detectors are vital not only for their ability to alert an office of a fire right from the start, but many also have the capability to sense traces of carbon monoxide, AKA: The Silent Killer. One device can save an office from two terrible outcomes.



### Dusters

Believe it or not, accumulated dust can be a severe fire hazard and can even become combustible under the right conditions. Routine dusting can eliminate this possibility.



### First Aid Kit

Generally speaking, this is a necessity for nearly any accident or injury, but is particularly helpful in treating minor burns before professional help arrives. These are available in several sizes depending on the amount of people in your office and the levels of injury risk your line of work has.





## Electrical Safety Checklist

- Check to ensure that ALL power cords, plugs, and electrical outlets are not be damaged or frayed.
- No bare chords should be exposed. Cover them if they are.
- Do not “daisy-chain” power chords and outlets.
- Electrical panel doors MUST be closed.
- Use extension chords sparingly.



### Rubber Gloves

Rubber materials are excellent for preventing electrical shock. Wearing rubber gloves and hand gear specifically designed for handling electrical wires and currents is paramount to prevent electrocution..



### Protective Eyewear

Electricity can strike any point of the body, especially when one has to get in close to adjust wiring. Goggles will protect your eyes and most of the face while performing such work.



### Wire Tape

If the casing of a wire has been torn or a wire is broken or frayed, wire tape will act as a quick, temporary solution until a new one can be retrieved.

## Chemical/Janitorial Safety Checklist

- Cleaning chemicals should be properly labeled.
- Chemicals should be stored in a locked cabinet.
- Chemicals and dilutions should not be stored up high or arranged where they could potentially become unbalanced or fall on someone.



### Protective Goggles

Splashes can and will occur when working with chemicals and diluents. Covering the eyes with goggles is the best way to prevent any harmful substance from coming into contact with them and potentially causing pain, irritation, or even blindness.



### Face Mask

Protective masks that cover the nose and mouth limit the chemical molecules that can enter airways causing irritation and burning. Those who work extensively with bleach and other chemical solutions are at a greater risk for bodily damage.



### Protective Gloves

Hands come into contact with cleaning chemicals and other substances the most. Depending on the PH levels of the solutions used, skin damage can occur over time or even immediately.



### Eyewash Station

Splashes can happen, and if a person isn't wearing protective eyewear at the time, they can cause irritation, pain, and even loss of vision. Having an eyewash station near the area where chemicals are kept is the fastest way to flush out the harmful solutions.



### Locks

Heavy duty padlocks and tumbler locks should always guard the doors to chemical cabinets. By having them locked, only professional personnel have access to the potentially dangerous solutions and the risk of chemicals falling out of the cabinet is limited.



### Labels

In the event that certain bottles are not clearly marked labels should be on hand to denote what chemical is within each container and its intended use. This way, there can never be any confusion or inappropriate mixing of chemicals.



## Slips, Trips & Falls Prevention Checklist

- Carpets and rugs should be firmly secured and in good condition.
- Keep entranceways, wooden, and tiled floors dry when weather inclement, such as, rain and snow.
- Stairways should have carpeting or non-slip treads.



### Mops & Towels

Having the right materials to soak up any liquid on a floor surface



### Wet Floor Signs

One of the easiest ways to prevent a slip and fall accident is to put up a sign on a wet surface to alert staff members of the hazard.



# Office Ergonomic Safety Checklist

- Chairs should have quality lumbar support and the ability to support good sitting posture throughout the workday.
- Standing and walking around the office should be encouraged.
- Monitors should be arms length from the seated employee.
- Desks, chairs, monitors, and other office work equipment should be adjusted to the height of the individual using them.
- Petite individuals should have footrests if their feet cannot rest flat on the ground.
- Avoid using glaring overhead florescent lights if adequate natural light is available in the workspace.



## Ergonomic Furniture For The Workplace

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### Ergonomic Chair

The ergonomic chair is perhaps the most important piece of ergonomic furniture that an office can have. When properly designed, these chairs support the human body when seated for an extensive period of time. It is the #1 defense against workplace-developed musculoskeletal injuries and disorders.



### Ergonomic Sit-Stand Workstation

The sister to the ergonomic chair, a sit-stand workstation allows an employee to safely and smoothly transition between sitting and standing throughout the day with no interruption to their work.



### Ergonomic Sit-Stand Floor Mat

Perfectly paired with the sit-stand workstation, this ergonomic mat gives cushion and support to those who prefer to—or need to—stand for long periods of time while they work.

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## Ergonomic Supplies For The Workplace



### Ergonomic Keyboard

Just as the spine needs to be in proper alignment to avoid long-term injury, the joints in the fingers and wrist can become injured due to improper positioning and repetitive fine movement.



### Ergonomic Stapler

Receptionists, executive assistants, interns, and other staff members who are often organizing documents should protect their hands and wrists from the repetitive applied pressure of stapling by using staplers designed for comfort and proper grip.



### Ergonomic Mouse

The culprit of stiffness, joint and tendon discomfort is small, repetitive movement with a device poorly designed to conform to the human hand. These products have the functionality of a traditional mouse, but with the added benefit of complementing the curves and movement of the hand.

# Safety Supplies Every Office Storage Cabinet Should Have



## Batteries

From flashlights to alarms, extra batteries are always a necessity and a valuable asset in the event of an emergency.



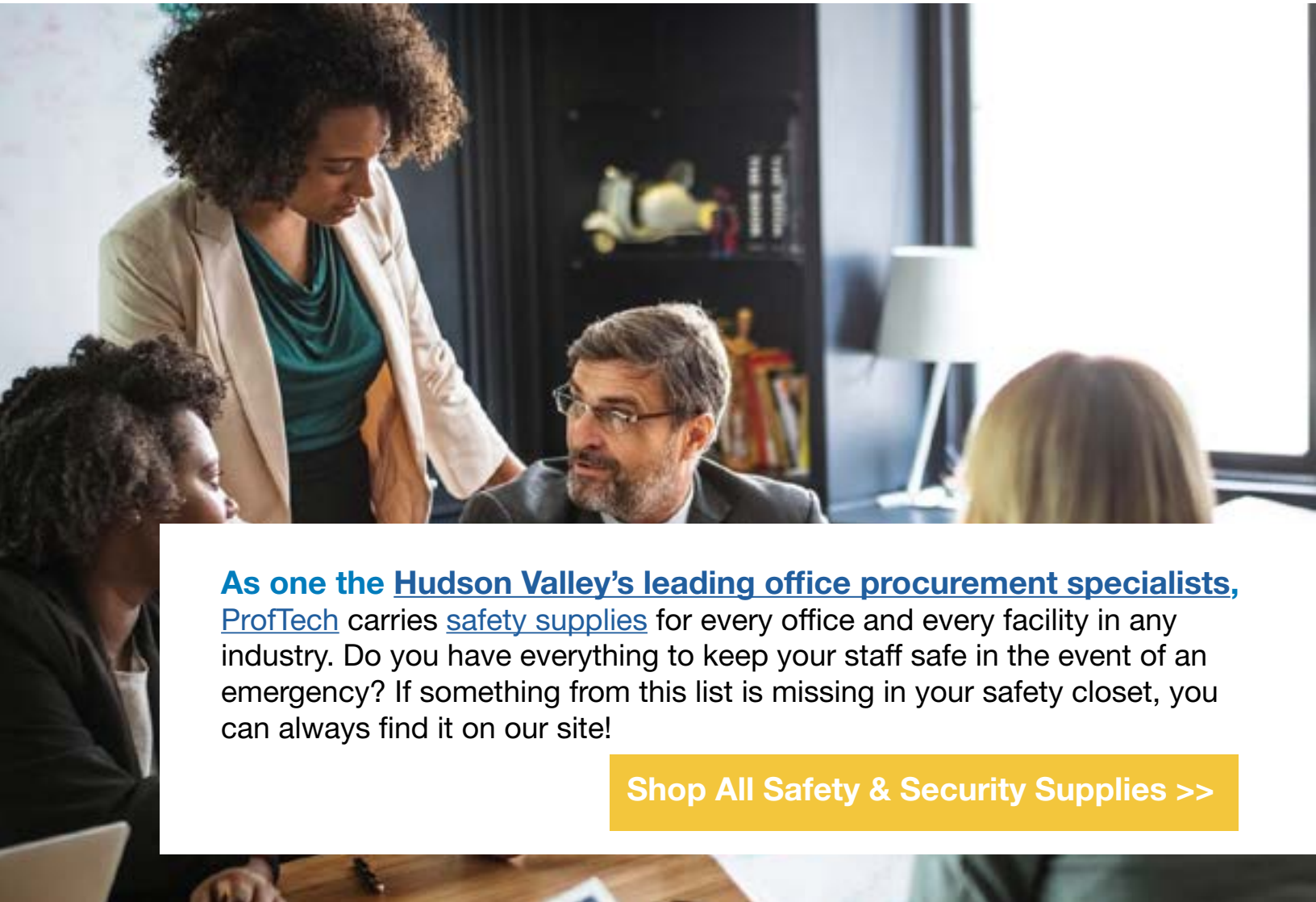
## Flashlights

In the event of a power outage during a storm or for the late night janitorial crew, flashlights should always be at the ready in the event that the office or facility goes dark or to see in small, poorly lit spaces.



## Caution Tape

Structural accidents can occur due to poor construction or even in dangerous weather. Having caution tape to trace the area is a clear warning and alerts staff members of the hazard and to stay clear.



**As one the Hudson Valley's leading office procurement specialists, ProfTech carries safety supplies for every office and every facility in any industry. Do you have everything to keep your staff safe in the event of an emergency? If something from this list is missing in your safety closet, you can always find it on our site!**

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