

## Safety @ Work

Twenty- first century living has become so complicated. Modern home and office gadgets and equipment eliminate waste of time and effort, but the more we depend on them, the more we become exposed to dangers of accident and even death – depending on how we treat them.

Thus, at home or at work, on the street, in the air or at sea, in factories, theaters, and shops – indeed, wherever men congregate, the watchword should always be SAFETY.

We can make a safer world of the one we live in if each of us stays ever conscious of the hazards we face everyday and if we exert extra efforts to prevent them. Here are some pointers on SAFETY while AT WORK.

### **I. Office Safety Tips for Women**

1. Watch your step at doorways and blind corners.
2. Walk up and down the stairs, hand on rail.
3. Wear comfortable low-heeled shoes in good repair.
4. Get help for heavy lifting.
5. Tuck under pin-points on file papers.
6. After use, close file and desk drawers.
7. Keep electric cords out from underfoot.
8. Don't stand on chairs or file cabinet drawers.
9. Get immediate first-aid for all injuries from our Company Physician.

### **II. While On Your Way**

1. Don't run in aisles and corridors.
2. Don't crowd or run on stairs.
3. Don't sandwich into revolving doors.
4. Don't take the other fellow's lane or traffic especially at corners.
5. Don't read nor gaze deeply into someone's eyes in hall traffic.
6. And don't stiff-arm a door (specially a glass one) like a full back going down the field. Somebody may open the other side.

### **III. Falls May be Fatal, Watch Out!**

1. Falls from chairs and boxes
2. Falls from ladder
3. Falls downstairs and even upstairs
4. Falls over phones and lamp cords
5. Falls over phones and lamp cords
6. Falls from tripping or sliding on things which don't belong on the floor
7. And, of course, a serious fall may happen when one leans way back in an office chair.

*A fall can be a cause of minor, serious, even fatal injuries in the office.*

### **IV. Office Files**

If you make a Leaning Tower of Pisa of your files, almost anything can happen – and it often does!

A few things to remember about your office files:

1. A good file clerk knows what a tripping hazard an open drawer is.
2. He does not open the file drawers all at once.
3. And he closes file drawers with the handles, not with a drowning man grip on the edge of the drawer.

### **V. A Fire-Safe Office**

“An ounce of prevention is worth a pound of cure.” So,

1. Prevent fires.
  - a. Good housekeeping is the best guarantee against fire.
  - b. Do all you can to maintain order and cleanliness in the interest of fire prevention.
  - c. Make it a habit to watch out for fire hazards.
  - d. Report all fire hazards to your superiors immediately.

2. Be alert for signs of smoke.
  - a. If you see or smell smoke, report it immediately for investigation.
  - b. Early fire detection means prompt fire control.
  - c. Form habits of watchful care. Above all, be alert at night. Help is more scarce at night time.
3. And remember.
  - a. To unplug all electrical equipments that you use such as electric typewriters, computers, calculators, etc. before leaving for home.
  - b. To use only those electrical equipments and gadgets that are authorized by the Management.
  - c. To report at once to your superior any frayed electric cord connected with the office equipment.
  - d. To keep files and working papers neatly stacked at all times.
  - e. To use ash trays and not waste baskets as receptacle for cigarette butts and ashes.

## **VI. If Fire Should Occur**

Your safety in case of fire or other emergency may depend upon knowing and following a few important rules.

1. Keep your head, don't shout or get excited.
2. Turn in the alarm at once, if possible, put out the fire.
3. Remember your part in organized fire drills and do your job well.
4. At all times, know the exact location of the nearest exit.
5. Walk. Don't run toward the nearest exits; above all don't crowd or push others.
6. If a line forms at the exit you are headed for, stay in line and wait your turn.
7. Be specially careful at stairways. Never run. Never crowd. Use the handrail.
8. In any emergency, forget tools and personal belongings; your life and the lives of others are more important.

*The first five minutes of a fire are more  
important than the next five hours.  
Turn in the alarms immediately!*

## **VII. Seven Steps to Safety**

These are the seven steps to safety as prescribed by the National Safety Council:

1. Know the nearest regular and emergency exits of any building you may be in.
2. If you detect fire or smoke, act quickly but coolly. Notify the telephone operator or other source of help. Give exact information.
3. Feel a door before you open it. If it is hot, keep it closed! Close transoms and cover cracks around the door.
4. Take no unnecessary chances to get out of the room. Unless in immediate danger, you may be safer where you are.
5. If the door is cool, open it a little. If the hall seems safe, leave by a known exit.
6. If you must leave through heavy smoke, stay close to the floor. A wet cloth over your face may help in breathing.
7. Close doors and windows behind you to reduce drafts and spread fire. But never lock them.