

Office Safety

MSC-PRAC-30458

Revision 0

Effective Date: January 8, 2010

Topic: Safety and Health

Office Safety

PURPOSE This practice identifies a key aspect of the Safety and Health (S&H) program, and defines the requirements for office safety and employee responsibilities.

SCOPE This practice contains the following sections:

- General Requirements
- Office Furniture and Equipment
- Aisles and Floors
- Electrical
- Fire Protection
- Food Storage and Consumption Areas
- Miscellaneous

The requirements of this practice are consistent with the requirements published in the Hanford Mission Support Contract (MSC) Safety and Health virtual manual.

APPLICATION This practice applies to Mission Support Alliance (MSA) construction personnel.

GENERAL REQUIREMENTS Records generated during the performance of this activity are to be included in the Construction Work Package and will be managed in accordance with [MSC-PRAC-30374](#), *Construction Work Package* and [MSC-PRAC-30376](#), *Construction Document Control*

Managers and Construction Supervisors/Superintendents (CS/S) responsible for office environments perform or accompany employees designated as “floor monitors” during:

- Monthly fire protection inspections
- Periodic documented walkthroughs (at least quarterly)

Managers and Construction Supervisors/Superintendents (CS/S) initiate necessary preventive and corrective measures to abate any noted hazards, and maintain documentation

The *Office/Building Inspection Checklist* [A-6004-299](#), or equal, is used when performing walkthroughs/inspections.

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Managers and Construction Supervisors/Superintendents (CS/S):

- Ensure unsafe conditions are abated or mitigated to maintain safe work areas.
- Ensure workers in the office are familiar with these safety practices.
- Ensure floor loading (weight of furniture, personnel, etc.) is within design specifications.

Managers, Construction Supervisor/Superintendent (CS/S), and employees are to:

- Know how to respond to emergencies according to building/office emergency plans.
- Become familiar with the building egress routes, emergency phone numbers, and location of alarms and fire extinguishers.

Employees report unsafe conditions or practices to their Construction Supervisor/Superintendent (CS/S) or managers.

OFFICE FURNITURE AND EQUIPMENT

Arrange furniture with drawers or doors, such as desks and file cabinets so that drawers and cabinet doors do not open into aisles or walkways. Do not leave desk and file drawers open.

Distribute weight in file or storage cabinets so that the top drawer or shelf contents are not disproportionately heavy. Keep heavy and difficult-to-handle items on lower shelves/drawers. Avoid having more than 1 file drawer open at a time.

Lightweight cabinets that may be unstable because of content or location are bolted together or to the wall, or otherwise secured to prevent them from tipping. Heavy combination or fireproof file cabinets do not require fastening.

Ensure metal lockers and shelves are stable and of the appropriate design for the load they hold. When necessary to achieve stability, secure open shelves over 1.5 meters (5 feet) high to prevent tipping.

Promptly correct splinters, sharp edges, and other faulty conditions on desks, chairs, and other office equipment.

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Ensure desks, workplaces, walkways, stairways, and storage areas are well lit.

Use office equipment and furniture in accordance with the manufacturer's instructions.

Do not store items on top of file cabinets/cabinets unless secured or lightweight.

Use ergonomics and other human engineering principles to allow people to work within their individual strength and movement limitations. Contact Safety and Health for ergonomic surveys to be completed.

- Select and arrange computer workstations to fit the individual using them.
- Select and arrange equipment and safe work practices appropriately and comfortably to minimize the risk of repetitive motion trauma or other strains and sprains.
- Match brightness and glare control to the needs at the workstation.
- Control ventilation and temperatures to within an acceptable comfort range.

Do not sit in chairs to travel across the floor. Hold the chair in place with your hands before sitting down.

AISLES AND FLOORS

Maintain minimum clear exit pathway aisle widths of 1120 millimeters (44 inches) adequate for 2-way traffic and unobstructed access to all parts of the office. Cross aisles are at least 915 millimeters (36 inches) clear width, free of obstruction. Exit pathway out of each office is 560 millimeters (22 inches).

Immediately clean up/dry spills and other wet spots.

Do not leave wastebaskets, briefcases, or other objects in aisles or other places where they may create a tripping hazard.

Keep floors clear of pencils, bottles, paper clips, and other loose objects.

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Prevent tripping hazards created by electrical or phone outlets in the floor by arrangement of furniture or by other means.

Promptly repair holes in floors, loose floorboards and tile, and floor depressions. Replace or fasten down carpeting that is torn, badly worn, or has curled edges or loose molding strips.

Use slip-resistant preparations on polished floor surfaces.

Do not allow door props to become a tripping hazard.

Control ice on walkways, entrances, and stairs.

ELECTRICAL

Electrical equipment is UL listed and compatible with the existing facilities power conditions.

Protect electric fans with 13-millimeter (1/2-inch) or less mesh guards to prevent fingers from contacting the fan blades.

Portable heaters are UL listed and have tipover protection, or are listed by UL for use without tipover protection. Turn portable heaters off at the end of the workday.

Replace worn electrical cords and plugs. Plugs are a one-piece design (no loose plate that may expose terminals).

Do not allow electrical cords to rest on radiators, wall heaters, or pipes or run through doorways or under carpets.

Do not use extension cords instead of permanent wiring.

NOTE: *If a requisition has been placed for installation of a permanent receptacle, an extension cord may be used temporarily, but may not exceed 90 days.*

NOTE: *Extension cords are an acceptable means of extending power provided they do not contribute to overload, are protected from damage, and are removed when not in use.*

NOTE: *Extension cords may be plugged into other extension cords, except when prohibited by the manufacturer. Such prohibition may be found on the label.*

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Push the test button of ground fault circuit interrupters (GFCI) prior to use to ensure GFCI is still working properly.

Do not block or obstruct access to electrical panels; maintain a clearance of 1 meter (3 feet).

Surge suppressors have a built-in circuit interrupter and have cord size equal to or greater than the cords on the equipment being served. Do not attach to building surfaces using staples or other means that may damage the cord. Do not “daisy chain” multiple outlet devices or surge suppressors.

Refer to practice [MSC-PRAC-30488](#), *Electrical Work Safety* for further information regarding electrical safety.

Tripped Circuit Breakers

Circuit breakers that trip open/off may indicate a problem. Relocate equipment to another circuit or have the electrical system upgraded to meet needs.

Tripped circuit breakers and GFCIs are not reenergized until it has been determined that equipment and circuit can be safely reenergized.

Only qualified electricians or electrical engineers are authorized to reset breakers and GFCIs that trip more than once.

FIRE PROTECTION

Keep corridors, stairways, exits, fire extinguisher accesses, and hose station accesses clear of stored materials and other obstructions.

Store paper, cardboard boxes, clothing, and other combustible materials a minimum of 305 millimeters (12 inches) from any heat source.

NOTE: *Heavy buildup of dust and paper around electrical receptacles may create a fire hazard (such as in copy rooms/areas).*

Do not allow combustible materials to accumulate beneath desks or in other areas where they may create a potential fire hazard. Keep combustibles to a minimum, especially in areas without sprinklers.

NOTE: *[Appendix A](#) contains pictorial examples of generally “acceptable,” “borderline,” and “unacceptable” accumulation/storage of combustibles for areas without sprinklers.*

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Keep metal cabinets at least 50 millimeters (2 inches) away from heat sources. Keep wood cabinets at least 100 millimeters (4 inches) away from heat sources.

Plainly mark locations of fire extinguishers and hoses and ensure each extinguisher is tagged with a current date of inspection.

Ensure there are no obstructions within 460 millimeters (18 inches) of any sprinkler head.

Do not prop open fire doors.

Fire extinguishers, emergency lights, exit lights, general housekeeping, and other fire protection items are inspected monthly. Results are documented on form [A-6004-291](#) or equal.

Refer to practice [MSC-PRAC-30474](#), *Fire Prevention and Protection* for additional fire protection requirements.

FOOD STORAGE AND CONSUMPTION AREAS

Keep food storage separate from chemicals and similar nonfood items.

Provide covered waste receptacles in kitchen and eating areas, or make sure they are taken out of the facility on a daily basis.

Maintain food preparation, storage areas, and equipment in a sanitary condition.

MISCELLANEOUS

Maintain good housekeeping to minimize accident exposures.

Provide ladders or step stools for reaching materials on high shelves. Keep ladders and step stools in a safe, serviceable condition. Inspect and use ladders in accordance with practice [MSC-PRAC-30481](#), *Portable Ladders*.

Minimize lifting, pulling, and pushing.

- If lifting, pulling, and pushing activities are required, make sure they are within the physical capabilities of the worker.
- Lift properly by keeping loads close to the body, lifting using your legs, maintaining the natural curve of your back, and not twisting.
- Use a dolly or cart to move heavy or difficult-to-handle items.

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Do not place broken glass or other sharp objects (coffee can lids) in a waste container unless wrapped or in another container. If possible, deposit directly into dumpster.

Store sharp or pointed objects in a manner that reduces the chance of accidental contact.

Use caution while operating paper shredders. Keep long hair, ties, and security badges out of the way.

Ensure paper cutters have adequate guards. Do not operate a paper cutter if the guard is not in place. Secure cutter bar in the closed position when not in use.

Store and use chemicals in accordance with practice [MSC-PRAC-30473](#), *Hazardous Materials and Flammable/Combustible Liquids*.

FORMS

Monthly Fire Protection Inspection Checklist, [A-6004-291](#)
Office/Building Inspection, [A-6004-299](#)

RECORDS IDENTIFICATION

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
Monthly Fire Protection Inspection Checklist, A-6004-291	Construction Supervisor/ Superintendent (CS/S)	Project Document Control
Office/Building Inspection, A-6004-299	Construction Supervisor/ Superintendent (CS/S)	Project Document Control

REFERENCES

[MSC-PRAC-30374](#), *Construction Work Package*
[MSC-PRAC-30376](#), *Construction Document Control*
[MSC-PRAC-30473](#), *Hazardous Materials and Flammable/Combustible Liquids*,
[MSC-PRAC-30474](#), *Fire Prevention and Protection*,
[MSC-PRAC-30481](#), *Portable Ladders*,
[MSC-PRAC-30488](#), *Electrical Work Safety*,

APPENDIX A

Examples of Acceptable, Borderline, and Unacceptable Combustibles in an Office Environment

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APPENDIX A Examples of Acceptable, Borderline, and Unacceptable Combustibles in an Office Environment

ACCEPTABLE



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BORDERLINE



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UNACCEPTABLE

