

Office Safety

enters the office, and "taken off" when he walks out the front door

In cooperation with the personnel or industrial relations department, a continual educational program in on-the-job and off-the-job safety should be established for all employees, beginning with the supervisors. Many firms have formal safety programs for office employees—movies, talks, first aid classes. Whether formally or informally presented, safety can always be present. It can be discussed in merit-rating reviews, the NSC "Travel Safety Guide" can be given to an employee a few weeks before he goes on vacation, safety can be covered during training and in procedure manuals, it can be mentioned when discussing on-the-job and off-the-job activities. It can even be reflected in the personal habits and example of the boss, no matter what line level.

Good example. Another aspect of company safety is the requirement that all office employees who must enter production areas where safety hats, eye protection, and ear protection are necessary should be provided with these items and should be required to wear them. Every employee who visits the plant should have a card of the general safety rules that apply to the plant, and he should be familiar with them. The same requirement should be enforced for all visitors.

Rigorous enforcement, coupled with a good overall safety program, builds respect for the company in both employee's and visitor's minds. To build management cooperation

with the program of wearing required protection when entering general areas, the safety departments of some firms supply executives with prescription ground safety glasses and safety hats personalized with conspicuous decals showing their name and position in the company. Of course, some members of the top management will still prefer a plain safety hat, and they should have them if they wish. The point is that safety rules should apply to everybody if the program is to work at all. Involving the executive staff in the office safety program will strengthen the safety program throughout the company. (See Fig 15-1)

Full management backing. Finally, a company safety program cannot succeed unless it has the wholehearted backing of its top management. The supervisor must know that his accident prevention performance is watched and that good performance is appreciated. Supervisors should personally investigate each accidental injury and they should report what caused the accident and what steps have been taken to prevent a recurrence. Also, when safety inspections are made and accident hazards are found, the report of these hazards should go to the vice president or other top officer in charge of the department. This top executive should then request a report of corrective measures directly from the supervisor responsible for the hazard. This procedure will go a long way to making a safety expert of every company supervisor, and to reducing the office accident problem to negligible size.

References

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