

OFFICE WORKERS

A detailed analysis of accident possibility indicates very clearly that *office workers, service employees and non-manual employees* are exposed to many hazards and that to avoid personal injury they must exercise reasonable care and good judgment in the performance of their daily work—just as do the men in the field.

1. A desk or cabinet drawer or cartons left open are very serious collision and tripping hazards. Keep them closed and out of the way. Don't pinch your fingers while closing them.
2. Tilting a chair back in order to get in a more comfortable position is a widespread practice and a bad one. Many people have been injured due to chairs slipping out from under them or breaking due to the added strain that such a position places upon a chair. Don't do it.
3. The use of pins to fasten papers together has been the cause of many scratched and pricked fingers. All other fasteners should be handled carefully. Don't use pins.
4. Fingers may be cut when handling paper. Avoid this by being careful.
5. Any person who receives a cut, scratch, bruise (including blood and water blisters), sprain, strain or any other form of injury, no matter how slight and regardless of whether or not the skin may be broken, must report immediately to the First Aid Station for treatment. First Aid supplies must not be kept in the offices.
6. Pencils, pen points, scissors, ditto knives, etc., should be used and carried in such a manner that the sharp points cannot cause puncture wounds to their owners or others. Carry them point down in pocket, when not in use, and not between fingers with point in palm of hand.
7. Defective chairs and desks or any other equipment are hazardous and may result in injuries. Don't keep such equipment in service.
8. Cords on electrically operated office machines may cause people to trip and fall if left on the floor or across passageways. Inspect before short circuits, not after.

'Check rules for any task 'outside of your line.''

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