



AIRPORT

SAFETYWEEK

**TOOLBOX TALK
OFFICE HAZARDS**

Types of Hazards



"Obvious hazards" are easy to see.

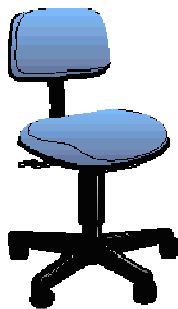
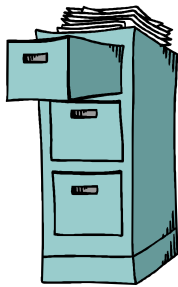


"Hidden Hazards" you may not be aware of.



"Developing hazards" may become worse.

Examples of “Obvious Hazards”



Top heavy filing cabinets

Power cords across walkways.

Boxes in walkways.

Water spills on floors.

Open filing cabinet drawers.

Hot water splashes from urns.

Broken castors on chairs.

Boxes blocking fire escapes.

Files stacked on top of shelves.

Examples of “Hidden Hazards”

Over stacked shelves could collapse



Piggy-backed power points

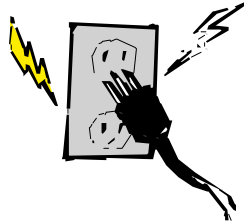
No RCD's on power points.

Eye strain from non-filtered computer screens.

Unlabelled chemicals

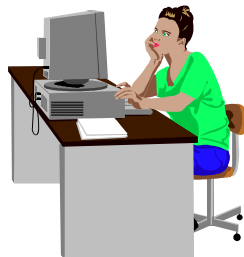


Examples of “Developing Hazards”



Inadequate lighting

Faulty equipment



Bad posture while performing repetitive tasks which may result in strain or cramping

Types of Accidents

Tripping over something

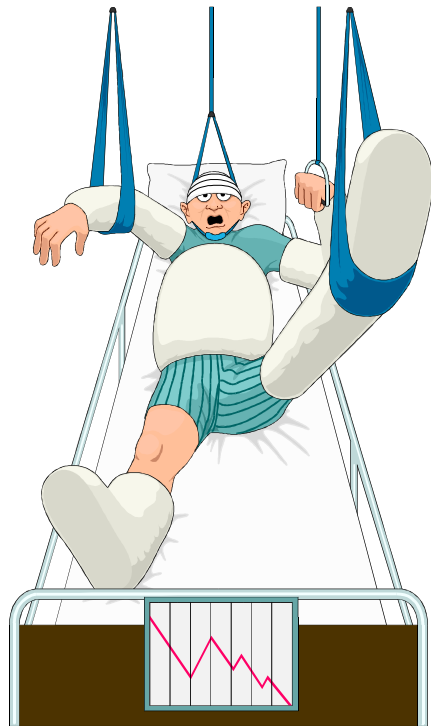
Slipping on something

Falling on something

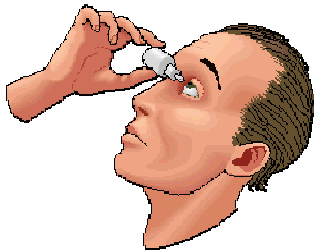
Being struck by or with an object

Over straining

Fires from damaged electrical equipment



Types of Injuries



Back injuries

Scrapes and bruises

Cuts

Sprains and strains

Eye strain

Back pain

Neck strains

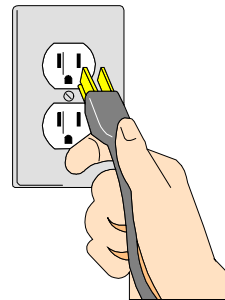
Electrocution

Repetitive strain injuries

Preventing injury

You can prevent injury if you reduce the hazards in the office by:

- Making sure power cords are not a trip hazard;
- Keeping walkways clear;
- Closing desk and filing cabinet drawers;
- Cleaning up water spills;
- Only opening one filing cabinet drawer at a time;
- Not doubling up on your power blocks;
- Reporting all faulty equipment; and
- Using side protection barriers on shelves.





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**THANK YOU
FOR PARTICIPATING**