



## Office Safety Talk

---

### 1. Introduction (1-2 minutes)

#### Why It Matters:

Welcome everyone! Today's safety talk focuses on **Office Safety**. Whether you're in the office or working from home, **safety is still your responsibility**. Injuries, poor posture, electrical hazards, or emergency situations can happen in both settings.

Too often, people assume that working in an office or at home is "safe by default." But even these environments present risks like:

- Slips, trips, and falls
  - Poor ergonomics
  - Fire hazards
  - Electrical overloads
  - Mental fatigue and burnout
- 

### 2. Key Safety Points (3-5 minutes)

#### *Common Hazards and Safety Tips*

Common Hazard	Safety Tips
---------------	-------------



<ul style="list-style-type: none"><li>• Cables and cords across walkways</li><li>• Open drawers or low furniture corners</li><li>• Poor lighting in walkways or stairwells</li><li>• Improperly stacked storage</li><li>• Using the wrong equipment (e.g., standing on a chair instead of a ladder)</li></ul>	<ul style="list-style-type: none"><li>• Keep walkways clear and well-lit</li><li>• Secure cords and report damaged plugs</li><li>• Use ergonomic furniture and good posture</li><li>• Know the evacuation plan and emergency contacts</li><li>• Don't block fire exits or ventilation</li><li>• Store items safely — heavy items on lower shelves</li><li>• Don't overload file cabinets and shelves</li><li>• Use step stools for high storage - never stand on chairs</li></ul>
---	---

---

### 3. Demonstration & Checklist (3-5 minutes)

- **Interactive Segment:** Invite questions and clarify any concerns.
  - What's something you've done to make your home office safer?
  - Have you ever felt discomfort from poor posture or a long work session?
  - Do you know how to report an injury or hazard if working remotely?

---

### 4. Conclusion (2 minute)

- **Summary:** Safety isn't tied to your location - it's tied to your habits. Whether you're in the office, at home, or somewhere in between, build a workspace that's safe, healthy, and sustainable.
- **Call to Action:** Let's ensure our offices are safe.
- **When to Call Emergency Services:**
  - Call 911 or local emergency services if the injury is life-threatening, or if you're unsure about the severity.
- **Report Accidents:**
  - Always report any workplace injury, no matter how minor it seems, to your supervisor or EHS office for documentation and follow-up.



- Ensure the injured person receives proper medical attention.
  - **Thank you:** "Thank you for your time and attention today. Safety is everyone's responsibility. Stay alert, stay safe!"
-