



The First Ten Plays

OFFICE SAFETY*

- If you do not already have one, designate someone as your Safety Officer. If you are a very small organization, then this may just be a Floor Warden for your office space. For larger organizations, you should have a Safety Team for your floor of offices, with enough people for the necessary safety roles, including those to help people who need assistance.
- Evaluate the hazards in your office, directly next to your office, and those that are nearby that could be large enough to involve your office.
- Develop a safety plan that can be used to quickly act to respond to a threat, but also one that describes how your office will continue to be vigilant through safety checks, tests, exercises, training, etc. See the example from the California State University at Chico as an example: http://www.csuchico.edu/ehs/pdf/general-office_safety_program.pdf
- Include ergonomics in your planning. See “Work Station Ergonomics” at: http://www.umw.edu/safety/safety_plan/chapter_17_basic_office_sa.php
- Develop monthly safety themes to draw staff attention to the safety issues of the month like “earthquake month,” or “first aid month.”
- Get as many people trained in first aid as possible.
- If there is funding, site at least one Automatic Electronic Defibrillator. See: <http://aedsupplystore.com/index.cfm>
- Hold brown-bag safety discussions at least once a month with staff.
- Practice the art of “safety by walking around” so that everyone becomes aware of looking for unsafe practices.
- Always “play like you fight.” Make evacuations real, give people praise and support, keep your equipment ready to roll, and let your neighbors know what you are doing and the successes you are having. When possible, have an outside audit at least once a year to review your site for safety.

** These are not listed in order of importance but as a group of materials that will increase the possibility of positive outcomes.*