

HARBOR-UCLA MEDICAL CENTER

SUBJECT: GENERAL OFFICE SAFETY

POLICY NO. 445

**PURPOSE:**

To establish general office safety guidelines for workforce members in an effort to mitigate and/or minimize safety risks.

**POLICY:**

Workforce members (employees, students, contractors, and volunteers) must work in accordance with accepted safe practices, observing all rules and regulations for his/her safety and that of others.

**PROCEDURE:**

Harbor’s workforce members can reduce the likelihood of office accidents by exercising proper precautions and adhering to the following guidelines:

**A. Debris**

1. It is everyone's responsibility to keep the office safe. Simple actions, such as picking up pencils, paper clips or other objects off the floor, can prevent people from slipping or stumbling.
2. Extension cords are NOT allowed except in an emergency. Should such an emergency need arise, the Biomed Shop must issue the extension cord.
3. Rather than use an extension cord for routine purposes, request that the Facilities Management Department (ext. 3301) assess the need to install an additional electrical outlet.
4. Keep boxes off the floor and from top shelves.

**B. Lighting**

1. Correct use of available lighting may eliminate the need for additional lighting. For example, lighting problems in supply closets, coffee rooms or other seldom-used sections may just be a matter of turning them on. Replacing a burned-out bulb is cheaper than an accident.

**C. Supplies**

The proper arrangement of materials in a supply cabinet can save time and prevent accidents. Do not store heavy or bulky items on a "tip-toe" shelf as you're likely to pull them down on your head. Heavy items should be stored on bottom shelves; light items on upper shelves. Supply cabinets taller than 68 inches must be bolted/secured to a wall. Do not store supplies within 18 inches of ceilings with fire sprinklers.

**EFFECTIVE DATE: 09/89**

**SUPERSEDES:**

**REVISED: 10/92, 10/95, 02/99, 05/10, 01/14, 07/17**

**REVIEWED: 02/02, 02/05, 06/06, 05/10, 01/14, 07/17**

**REVIEWED COMMITTEE: Environment of Care Committee**

**APPROVED BY:** \_\_\_\_\_

**Kim McKenzie, RN, MSN, CPHQ**  
Chief Executive Officer

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**Anish Mahajan, MD**  
Chief Medical Officer

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**Patricia Soltero Sanchez, RN, BSN, MAOM**  
Chief Nursing Officer

Signature(s) on File.

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**D. Working Surfaces/Area Clutter**

Cluttered desks or work stations can lead to accidents. Cluttered desks may cover scissors or sharp instruments that cause lacerations and loss of productivity, so work spaces should be kept organized and clutter free.

**E. Mobile Furniture**

- Typewriter tables, wastebaskets, chairs, etc., should be out of the path of general traffic at all times.
- Defective office furniture and equipment should be removed from service, tagged and reported to the employee's supervisor immediately.
- Do not block pathways or exit doors.
- When sitting, hold to the arm(s) or backrest of the chair to avoid falling.

**F. Boxes/Personal Items**

- Remove boxes from the floor and/or top shelves.
- Keep personal items to a limit, for cleaning and safety measures.

**G. Body Mechanics**

- Always use proper body mechanics when performing your duties.
- Be sure to always sit near your keyboard, with the computer monitor at eye level, and your chair's height at a level appropriate for comfort.