

## HAZARDS/CONTROLS SUMMARY OF LESSON 2A

Hazards	Controls
<b>GENERAL OFFICE SAFETY: Slips, Trips and Falls</b>	
<p>Open desk or file drawer</p> <p>Wet floors</p> <p>Loose carpeting</p> <p>Using a chair or stack of boxes in place of a ladder</p> <p>Objects stored in halls or walkways</p> <p>Inadequate lighting</p>	<p>Ensure the pathway is clear before you walk.</p> <p>Close drawers completely after every use.</p> <p>Avoid excessive bending and twisting while seated.</p> <p>Do not lean backward while seated.</p> <p>Secure electrical cords and wires away from walkways.</p> <p>Always use a stepladder for overhead reaching.</p> <p>Never use chairs as ladders.</p> <p>Clean up spills immediately.</p> <p>Pick up objects coworkers may have left on the floor.</p> <p>Report loose carpeting or damaged flooring.</p> <p>Never carry anything that obscures your vision.</p>
<b>GENERAL OFFICE SAFETY: Strains and Overexertion</b>	
<p>Lifting from a seated position</p> <p>Carrying a heavy object some distance</p>	<p>Utilize safe lifting techniques.</p>
<b>GENERAL OFFICE SAFETY: Struck By/Struck Against</b>	
<p>Bumping into doors, desks, file cabinets, and open drawers</p> <p>Bumping into other people while walking</p> <p>Doors that were opened suddenly from the other side</p> <p>Striking open file drawers while bending down or straightening up</p> <p>Striking against sharp objects such as office machines, staples, and pins</p> <p>Office supplies sliding from shelves or cabinet tops</p> <p>Overbalanced file cabinets in which two or more drawers were opened at the same time or in which the file drawer was pulled out too far</p>	<p>Pay attention to where you are walking at all times.</p> <p>Properly store materials in your work area.</p> <p>Close a file drawer before opening the next.</p> <p>Never carry objects that prevent you from seeing ahead of you.</p>
<b>GENERAL OFFICE SAFETY: Caught In or Between Objects</b>	
<p>Fingers caught in a drawer, door, or window.</p> <p>Fingers, hair, or articles of clothing and jewelry caught in office machines.</p> <p>Fingers caught under the knife-edge of a paper cutter.</p>	<p>Concentrate on what you are doing.</p>
<b>GENERAL OFFICE SAFETY: Indoor Air Quality and Ventilation</b>	

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Humidity levels too high or low Temperature extremes Indoor air pollution such as: pollen, dust, and fungal spores	Ensure the ventilation system is checked and maintained on a regular basis. Request a survey by IH for air contaminants and temperature levels.
<b>GENERAL OFFICE SAFETY: Lighting</b>	
Glare Lighting levels	Ensure regular maintenance of the lighting system is carried out to clean or replace old bulbs and faulty lamp circuits Use task lamps to supplement general office lighting.
<b>GENERAL OFFICE SAFETY: Noise Levels</b>	
High noise levels	Place noisy machines in an enclosed space. Use carpeting, draperies, and acoustical ceiling tiles to muffle noise. Request noise survey from IH.
<b>GENERAL OFFICE SAFETY: Workstation Ergonomics</b>	
Design of the workstation Nature of the task Repetitiveness of the job Degree of postural constraint Work pace Work/rest schedules	Ensure proper workstation design. Encourage and utilize good work practices. Contact IH for ergonomic survey of work area.
<b>GENERAL OFFICE SAFETY: Electrical</b>	
Ungrounded equipment Overloaded outlets Unsafe/non-approved equipment Defective, frayed, or improperly installed cords Electrical cords across walkways and work areas “Live” parts unguarded Pulling of plugs to shut off power Blocking electrical panel doors	Use of GFCIs Ensure there are sufficient electrical outlets for all equipment to eliminate the need for extension cords. Tape down or use a cord runner if you must run a cord across a walkway. Use switches to turn equipment on and off, either on the equipment or on the cords.
<b>GENERAL OFFICE SAFETY: Fire Hazards</b>	
Heat-producing equipment Electrical appliances Combustible material i.e., boxes, paper, etc. build up in inappropriate storage locations (near sources of ignition) Blocked or improperly planned means of escape	Keep heat-producing equipment away from anything that might burn. Turn off all electrical appliances at the end of the day. Use only grounded appliances plugged into grounded outlets (three-pronged plug). Disconnect electrical equipment that malfunctions or gives off a strange odor. Call the appropriate

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	<p>maintenance personnel.</p> <p>Keep extension cords clear of doorways and other areas where they can be stepped on or chafed.</p> <p>Do not allow combustible material i.e., boxes, paper, etc. to build up in inappropriate storage locations.</p>
<b>GENERAL OFFICE SAFETY: Exit Routes</b>	
Blocked or improperly planned means of escape	<p>Ensure all exits and access to exits are marked.</p> <p>Ensure all exit routes are free of obstructions and adequately lit.</p> <p>Be aware of exits for evacuation.</p> <p>Get trained in procedures for evacuation.</p>
<b>Additional Fire Hazards</b>	
<p>Electrical Equipment</p> <p>Flammables</p> <p>Smoking, open flames, and sparks</p> <p>Space heaters</p> <p>Welding and cutting</p> <p>Oxygen cylinders</p> <p>Motors and machine tools</p>	<p>Ensure that fire extinguishers are in good condition.</p> <p>Ensure that fire extinguishers are in designated locations.</p> <p>Be familiar with the Fire Prevention Plan and Emergency Action Plan.</p>
<b>Additional Electrical Hazards</b>	
<p>Power outages</p> <p>Dim or flickering lights</p> <p>Warm switches or receptacles</p> <p>Burning odors</p> <p>Loose connections</p> <p>Permanently installed electrical cords</p>	<p>Contact facilities/public works to perform inspection of electrical equipment.</p>
<b>Ergonomic Hazards</b>	
<p>Posture</p> <p>Repetition</p> <p>Force</p> <p>Mechanical compression</p> <p>Duration</p> <p>Vibration</p> <p>Temperature</p>	<p>Use Engineering Controls to change or redesign for the following:</p> <ol style="list-style-type: none"> <li>1. workstations</li> <li>2. tools</li> <li>3. facilities</li> <li>4. equipment</li> <li>5. materials</li> <li>6. processes</li> </ol>
Posture	Use these Administrative Controls:

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Repetition Force Mechanical compression Duration Vibration Temperature	Reduce shift length and overtime. Use job rotation schemes so that each worker performs several different tasks per day. Adjust the work pace to relieve repetitive motion risks. Provide workers with more control over the work process. Schedule more breaks. Conduct morning stretching sessions. Slow the pace of work. Increase the number of employees assigned to a task. Train the workforce to increase awareness of ergonomic risk factors. Add tasks to a worker's job requirements that use different muscle groups. Comply with the requirements of the DLA Ergonomic Program.
<b>Bloodborne Pathogen Hazards</b>	
Contact with bodily fluids either direct or indirect	Treat all human blood and fluids as dangerous and capable of spreading infection. Always wear Personal Protective Equipment (PPE), i.e., gloves, mask, and goggles. Do not approach anyone or anything contaminated with blood or bodily fluids. Leave emergency response to the professionals. Do not attempt to clean up spills without the proper training and equipment.
<b>General Chemical Hazards</b>	
Health hazards including: Breathing/inhalation Skin/Eye Contact Skin absorption Swallowing/ingestion Puncture Physical hazards including: Pressurization Explosive Fire Unstable/Reactive	Train employees according to the HAZCOM program on recognizing hazardous chemicals.
<b>Workplace Violence Hazards</b>	

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Intimidating, harassing, bullying, belligerent, or other inappropriate and aggressive behavior Numerous conflicts Making idle threats about using a weapon to harm someone Statements indicating approval of the use of violence to resolve a problem Direct or veiled threats of harm Substance abuse Extreme changes in behaviors	Provide employee and supervisory training on workplace violence. Treat threats seriously. Take advantage of the Employee Assistance Program (EAP).