

HSE Bulletin # 293

Fall and Trip Hazards in Office

Falls and trips are the most common office accident, accounting for the greatest number of disabling injuries. The following checklist can help stop a fall or trip before it happens.

- Be sure the pathway is clear before you walk.
- Close drawers completely after every use.
- Avoid excessive bending, twisting, and leaning backward while seated.
- Secure electrical cords and wires away from walkways.
- Always use a stepladder for overhead reaching. Chairs should never be used as ladders.
- Clean up spills immediately.
- Pick up objects co-workers may have left on the floor.
- Report loose carpeting or damaged flooring to Admin Dept.
- Never carry anything that obscures your vision.
- Wear stable shoes with non-slip soles.

Falling from height can be fatal. It has been noticed in PSO House that people lean on the Guardrails fixed in staircase area of different floors and also on the staircase railings, sometimes more than one person is seen leaning at the same time. Guardrails and staircase railings are fixed to prevent people from falling over. However, by leaning on them the person puts his whole weight on the guardrail or the staircase railing. Although the guardrail/staircase railings are designed to withstand a particular kind of force exerted on them and may be structurally sound, but still it is strongly advised not to lean on them for your own safety for risk of structural failure.



Please exercise personal safety for your and your families' sake.