

Organizations are committed to providing employees with a safe work environment. Their shared goal of maintaining safe, efficient, and attractive offices can only be achieved with the full participation of everyone who works on the premises. The following general safety practices outline ways in which this can be achieved.



Safety during emergency conditions is as important, if not more important, than safety during a normal work day. During emergency conditions, the adrenaline surge of the moment often drives us to simply react rather than think through our response before we act. Safety must be considered for employees, guests, emergency responders, buildings and equipment that may be involved in the incident. Plan safety practices into every response; make sure personal protective equipment is utilized; never work alone during an emergency.

Safety Checklist

All employees should be aware of the following general safety items described in the checklist below.

Safety at Work

Report the following issues to Safety/Security personnel.

- Defective wiring or switches.
- Stacks of paper, oily rags, or other fire hazards.
- Smoke or spilled chemicals.
- Material stored in stairwells.
- Elevators not functioning properly.
- Smoking (in non-designated areas).
- Open containers of flammable or dangerous liquids.
- Smoldering wastebaskets or containers.
- Inebriated or sick people on the premises.
- Dangerous or grossly unprofessional conduct of employees.
- Persons acting in such a manner as to cause potential danger to either themselves or company property, inside or outside the building.
- Blocked, broken, or missing fire extinguishers or units without inspection stickers.
- Broken or burned-out lights.
- Blocked or obstructed exit routes or doors. Materials in stairwells.

- Poor housekeeping that could cause personal injury. Report continual problems to Safety/Security personnel.
- Slippery floors.
- Broken glass or other materials on floors.

Personal Safety

- Keep all work areas should be free of clutter and obstructions.
- Be careful when reaching inside drawers and desks. Beware of loose sharp objects such as razor blades, scissors, letter openers, tacks, staples, etc. that can easily cause injuries.
- Do not store items under desks, chairs, worktables or other furniture. These spaces need to be kept unobstructed for use as shelter in the event of an earthquake.
- Storage boxes should be sent to storage or stacked properly. Do not stack boxes more than five boxes high, and do not stack in areas that may block aisles (if they fall) or in heavy traffic areas.
- Dispose of all combustible materials, in appropriate trash receptacles.

- Do not use or bring in personal space heaters.
- Do not carry anything that obstructs your vision. If the object that you are carrying is too heavy to be handled safely alone, ask for assistance.
- When lifting, use proper techniques. Get a firm footing, bend at the knees, keep your back straight, and lift using your legs. Ask for assistance if necessary.
- Be alert to obstructions, such as file cabinets, glass walls, doors, and boxes. Be sure to close desk and file cabinet drawers immediately after use.
- Wipe up spills on furniture, floors and counters as they occur. Handle all chemicals with caution.
- Report missing fire extinguishers, burned out lights, materials stored in stairwells and elevators that are not functioning properly.
- To protect yourself and other employees, immediately report any suspicious activity, persons, or crimes to Safety/Security personnel.

Home Emergency Supply Checklist

The following list should be used as a basis for developing an emergency supply kit. Additional items may be required based on individual needs.

<p><u>Personal and Family Items</u></p> <ul style="list-style-type: none"> • Emergency food and water (including infant formula, baby food, and food for pets) • Eating utensils • First Aid kit (for home and car) • Non-prescription drugs and other medication (ask your physician or pharmacist about storing prescription medication) • Denture needs • Contact lenses and supplies • Extra eye glasses • Sanitation supplies (toilet paper, towelettes, soap, liquid detergent, feminine supplies, personal hygiene items, plastic garbage bags and ties, plastic bucket with tight lid, disinfectant, household chlorine bleach with no additives such as fabric softeners) • Clothing and bedding (include at least one complete change of clothing and footwear per person including baby supplies) • Sturdy shoes or work boots • Rain gear • Blankets or sleeping bags • Cash or traveler's checks and small change • Entertainment (games, playing cards, and books) <p><u>Important Documents</u></p> <ul style="list-style-type: none"> • Personal will, insurance policies, contracts, deeds, stocks and bonds • Passports, social security cards and immunization records • Bank account numbers, credit card account numbers and companies • Inventory of valuable household goods, photos or videos of items, important telephone numbers • Family records (birth, marriage, death certificates) 	<p><u>Tools and Supplies</u></p> <ul style="list-style-type: none"> • Non-electric can opener and utility knife • Fire extinguisher • Pliers, hammer, other small tools • Nails and screws / board up materials • Duct Tape • Matches in a waterproof container • Aluminum foil • Plastic storage containers / buckets • Paper, pencil, and water proof markers • Needles and thread • Shut-off wrench, to turn off household gas, propane, and water (know valve locations) • Whistle • Car charger for cell phones • Inverter for operating small electrical devices from 12V sources such as vehicle lighter plugs • Tent, plastic sheeting, rope, and tarps • Battery-operated radio and extra batteries • Flashlight and extra batteries • Analog telephone (not cordless) if you have an analog telephone line • Compass and map of the area (for locating shelters) • Chainsaw (gasoline) if in a wooded area • Portable heater (follow all safety rules) • Portable cooking stove (follow all safety rules and beware of carbon monoxide hazards) • Maintain at least a half tank of fuel in vehicles at all times
<p>ONLY USE HEATERS, GENERATORS, OR OPERATE VEHICLES OUTDOORS IN WELL VENTILATED AREAS TO PREVENT CARBON MONOXIDE POISONING</p> <p>DO NOT USE BARBEQUES INDOORS</p>	

Remember, you are responsible for your family emergency plan.

Additional Information

- <http://www.ready.gov/>
- <http://community.fema.gov/connect/ti/readynpm/grouphome>
- <http://emergency.cdc.gov/preparedness/kit/disasters>
- www.ready.gov/basic-disaster-supplies-kit