



Safety in the office

The practice environment presents potential hazards that can be avoided by taking simple precautions. At the same time as caring for patients and managing their needs, it is important to ensure the health and safety of practice staff by removing any risk areas and providing a comfortable, safe environment for them to work.

- Many accidents can be avoided by simple planning and good housekeeping.
- Traffic ways should be well lit and clear of materials, equipment, rubbish and electric leads.
- Floors should be level. Spilled liquids and anything else dropped on the floor should be immediately picked up or cleaned away.
- Freestanding fittings should be fixed to the wall or floor. Filing cabinets should not open into aisles and should never be left with cabinet drawers open. For stability, load cabinets starting from the bottom and do not open more than one drawer at a time.
- When filing and storing, the most commonly used items should be placed according to bulk and weight in readily accessible areas.
- Office machines and equipment should be kept in good working order. Staff should be trained on the proper use of all electrical office equipment.
- Pieces of equipment using electricity can mean trailing cables, overloaded circuits, broken plugs and sockets. Ensure these dangers are seen by qualified personnel.

Reference: Health and Safety in the Office: Workcover Authority of NSW