

OFFICE SAFETY

SLIPS, TRIPS, & FALLS

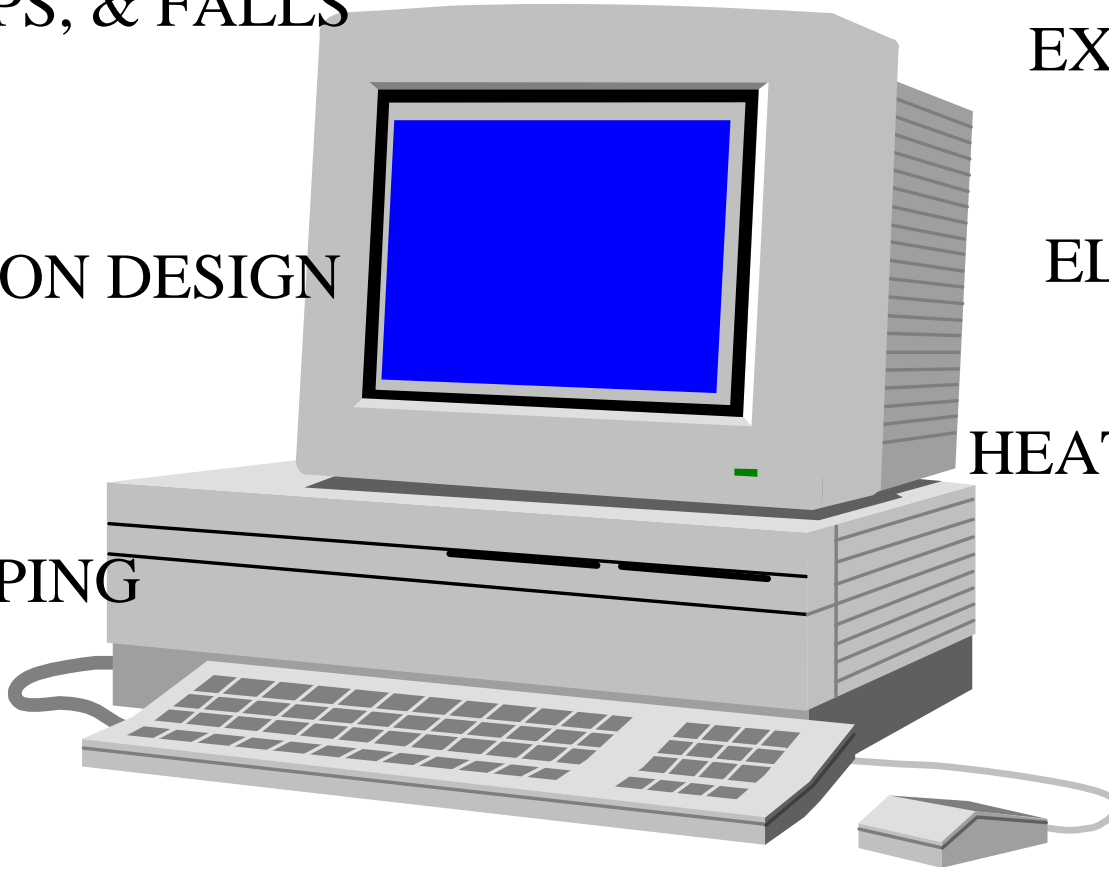
BLOCKING
EXITS

WORKSTATION DESIGN

ELECTRICAL

HOUSEKEEPING

HEATERS & FANS



LIFTING

EMERGENCY ACTION PLANS

FAULTY EQUIPMENT

SLIPS, TRIPS AND FALLS

FILE DRAWERS

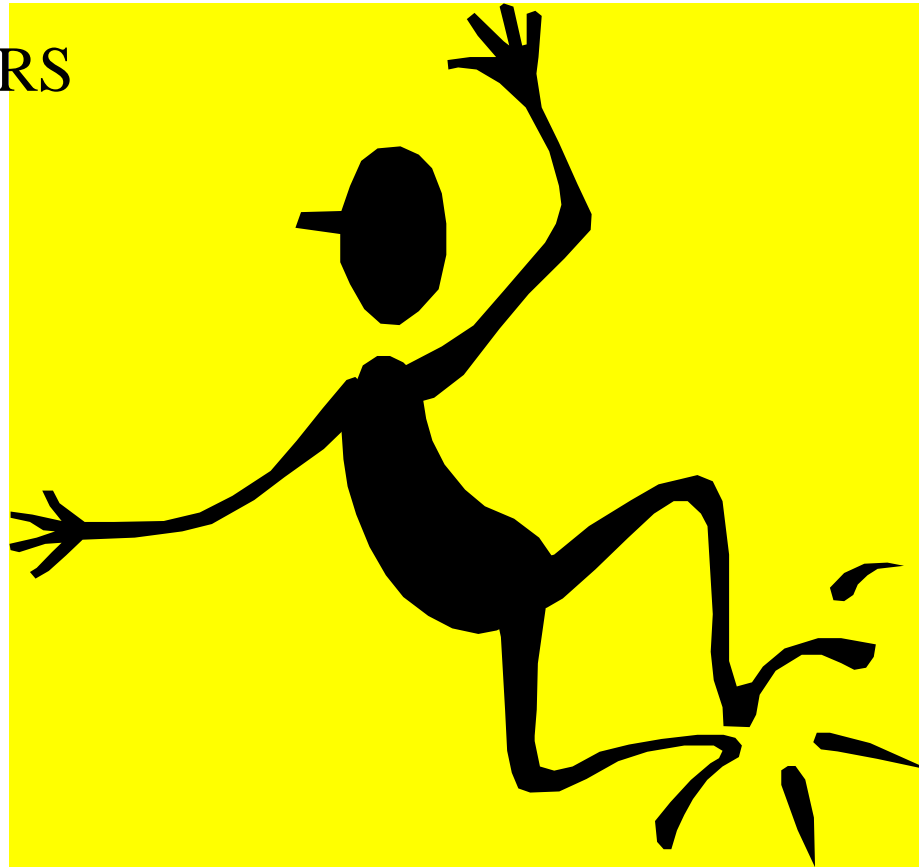
WET FLOORS

STAIRS

CARPET

CHAIRS

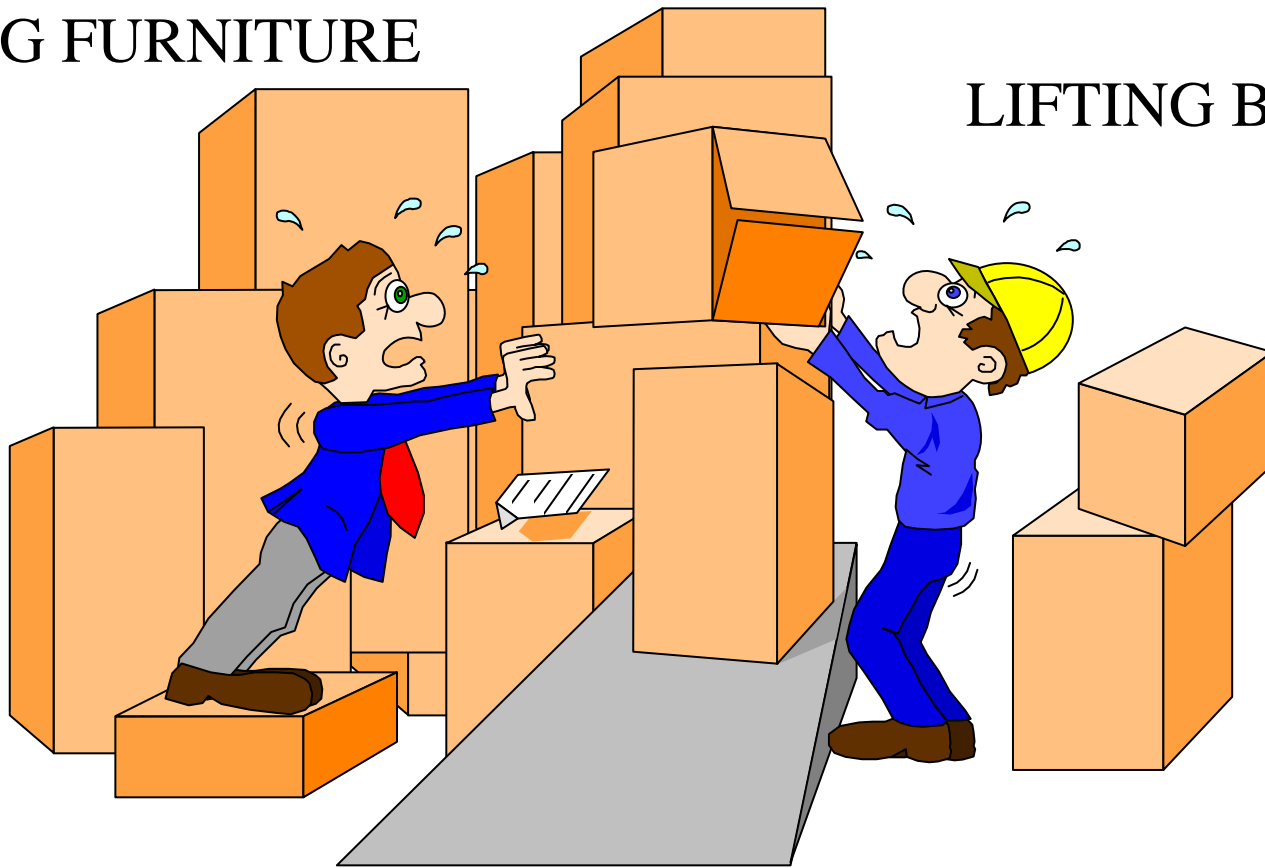
PARKING LOTS



IMPROPER LIFTING TECHNIQUES

MOVING FURNITURE

LIFTING BOXES



OFFICE EQUIPMENT

CHAIRS

STAPLERS

POWERSTRIPS

GROUND
WIRES

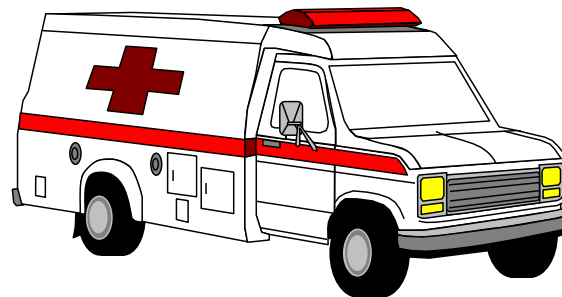
Frayed Cords

Holiday Decorations



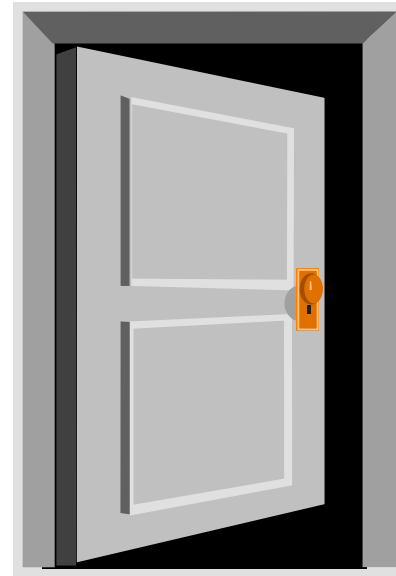
EMERGENCY PLAN

- Each Office Area will have a written plan that covers fire, earthquake, storm or flood emergencies.
- Should be reviewed with employees each time it is changed



EMERGENCY EVACUATION PLAN

- Procedures for emergency escape
- Emergency route
- Account for all personnel after evacuation



WORKSTATIONS

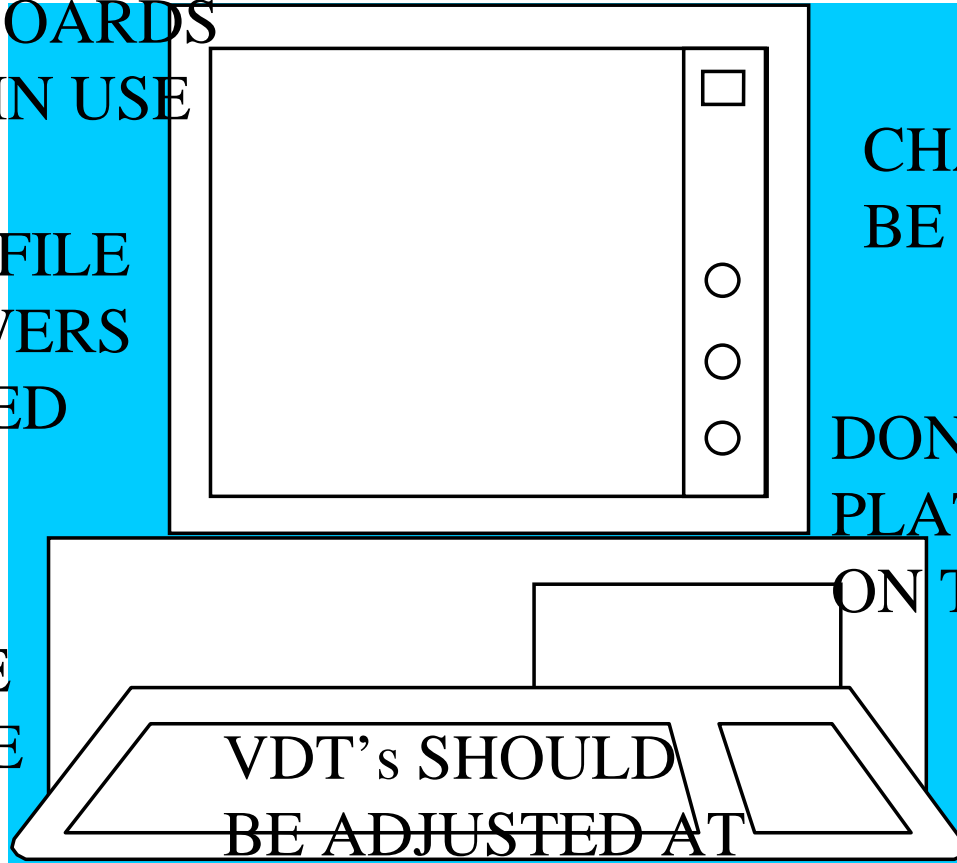
STOW KEYBOARDS
WHEN NOT IN USE

KEEP FILE
DRAWERS
CLOSED

CHAIRS SHOULD
BE ADJUSTABLE

DON'T USE
PLATE GLASS
ON TOP OF DESK

DON'T USE
DEFECTIVE
CHAIRS



VDT's SHOULD
BE ADJUSTED AT

THE RIGHT
HEIGHT

LIGHTING

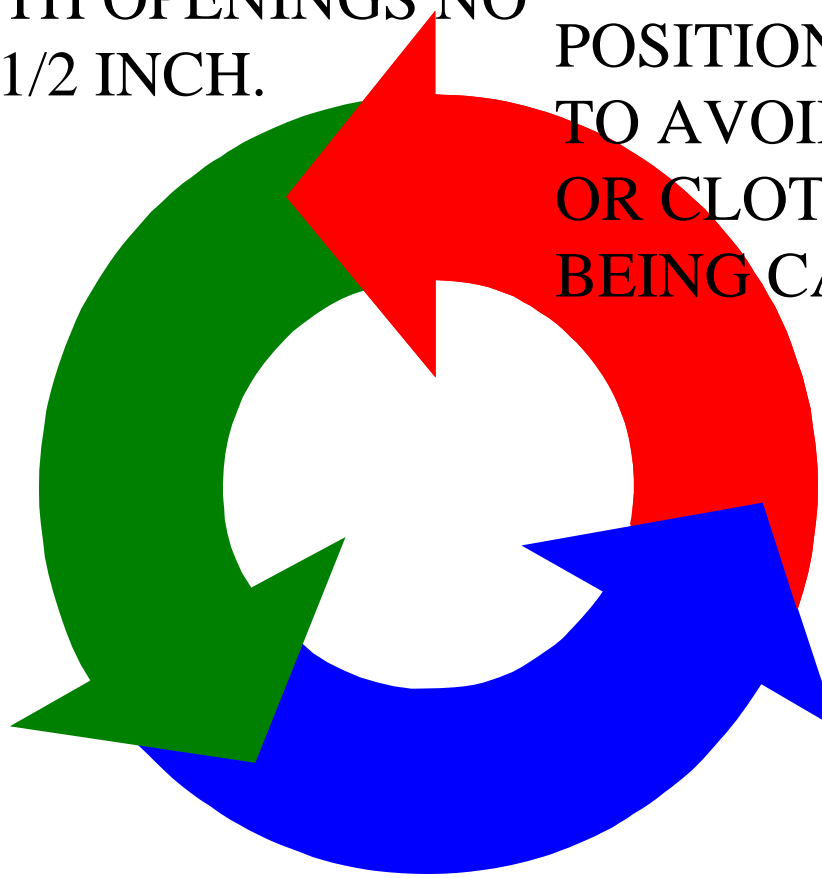
FANS

FAN GUARD WITH OPENINGS NO
LARGER THAN 1/2 INCH.

POSITION FANS UP HIGH
TO AVOID HANDS
OR CLOTHING FROM
BEING CAUGHT

LOOSE BLADES
OR DEFECTIVE
GUARDS

CHECK CORDS
AND PLUGS

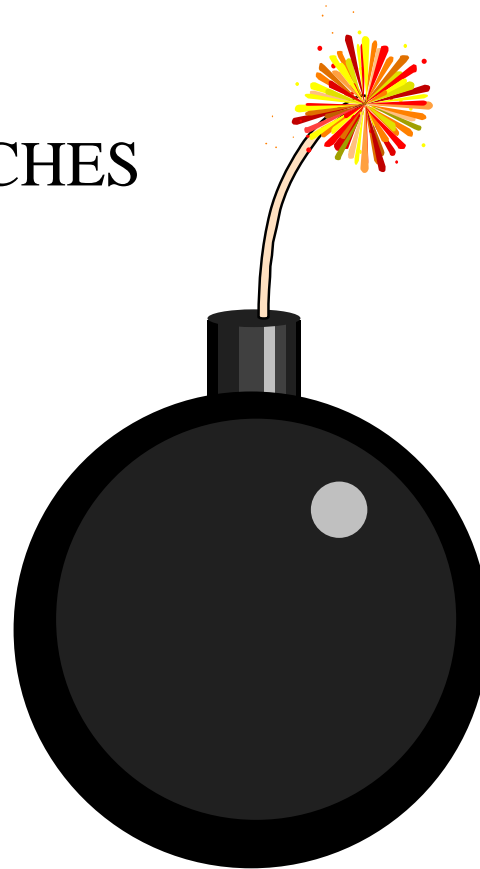


HEATERS

MUST HAVE
TIPOVER SWITCHES

CHECK FOR
FRAYED WIRING

CHECK
TEMPERATURE
IN THE BUILDING



MUST RECEIVE
APPROVAL FROM
FACILITIES

HOUSEKEEPING

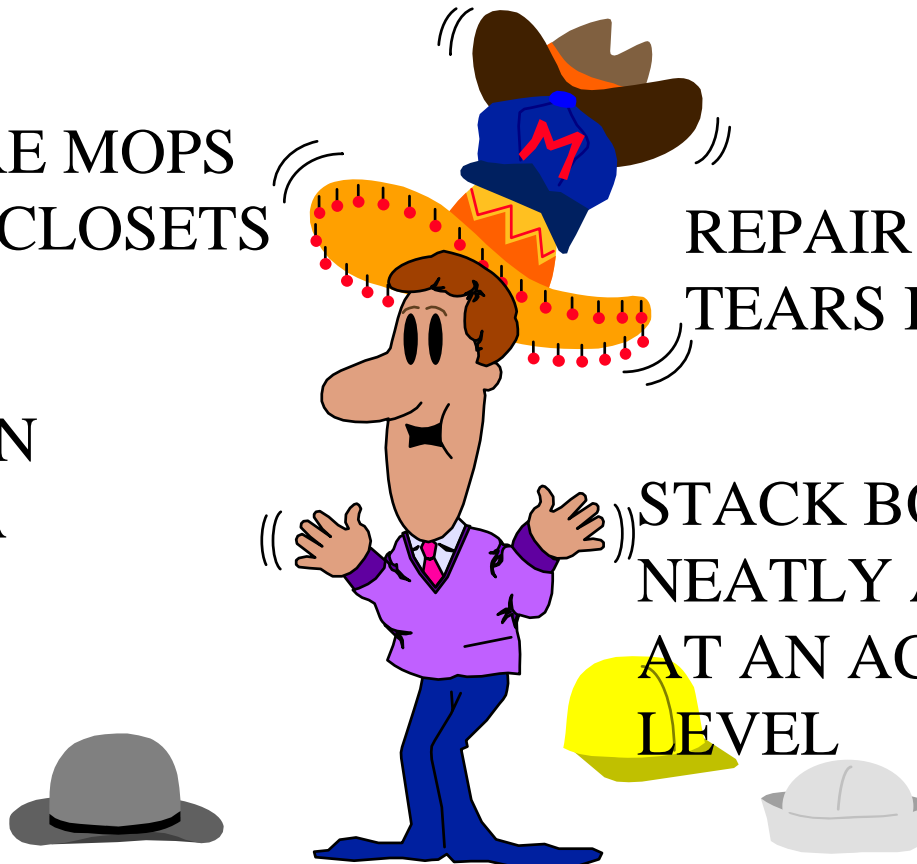
WIPE UP SPILLS IMMEDIATELY

DON'T STORE MOPS
IN JANITOR CLOSETS

TAPE CORDS IN
TRAVEL AREA

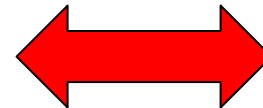
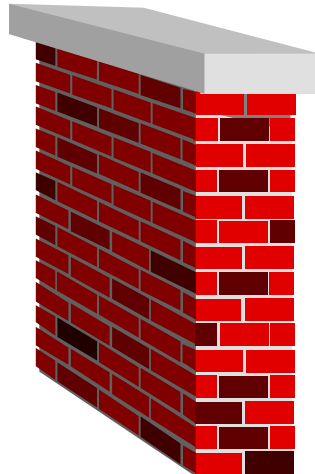
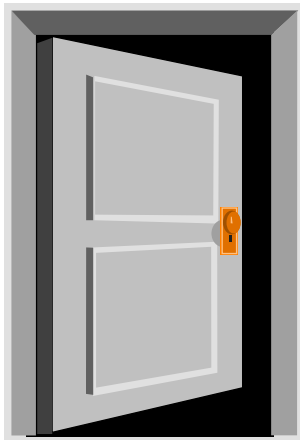
REPAIR CARPET
TEARS IMMEDIATELY

STACK BOXES
NEATLY AND
AT AN ACCEPTABLE
LEVEL



EXITS

- DON'T BLOCK THE EXIT
- MAKE SURE EXITS ARE LABELED
- DON'T BLOCK THE AISLES
- CHECK EMERGENCY LIGHTING



MISHAP CAUSATION FACTORS

- **FATIGUE**
- **HASTE**
- **INATTENTION**
- **COMPLACENT**
- **ANGER**
- **DEFECTIVE EQUIPMENT**
- **UNREPORTED SAFETY HAZARDS**
- **NOT USING PROPER PERSONAL PROTECTIVE EQUIPMENT (PPE)**



MISHAP PREVENTION

- **ATTITUDE**
- **COMMUNICATION**
- **TRAINING**
- **COMPLIANCE**
- **INSPECTIONS**
- **INVESTIGATION**
- **PROPER
MAINTENANCE**



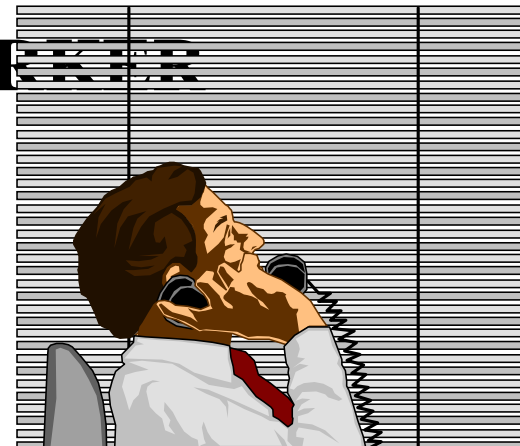
***MANAGERS AND SUPERVISORS
ARE RESPONSIBLE FOR:***

- **MAINTAINING SAFE/HEALTHFUL WORKING CONDITIONS**
- **ENSURING THAT APPROPRIATE CLAIMS ARE PROPERLY SUBMITTED IN A TIMELY MANNER**
- **MAINTAINING CONTACT WITH INJURED EMPLOYEE**



MANAGERS AND SUPERVISORS ARE RESPONSIBLE FOR:

- **MODIFYING DUTIES OF POSITION IN ORDER TO RETAIN INJURED WORKER**
- **REVIEWING FECA COST IN ORDER TO IDENTIFY AREAS WHERE COSTS CAN BE REDUCED**
- **CONSIDERED ELIGIBLE REHABILITATED INJURED WORKERS FOR REEMPLOYMENT.**



OFFICE SAFETY

FACTS

- **FALLING OBJECT MISHAPS**
- **FIRE AND ELECTRIC HAZARD MISHAPS**
- **MISC. MISHAPS**



- **GREATEST NUMBER OF INJURIES COME FROM SLIPS, TRIPS, AND FALLS. RECENTLY, THEY ACCOUNTED FOR 64% OF ALL OFFICE MISHAPS.**

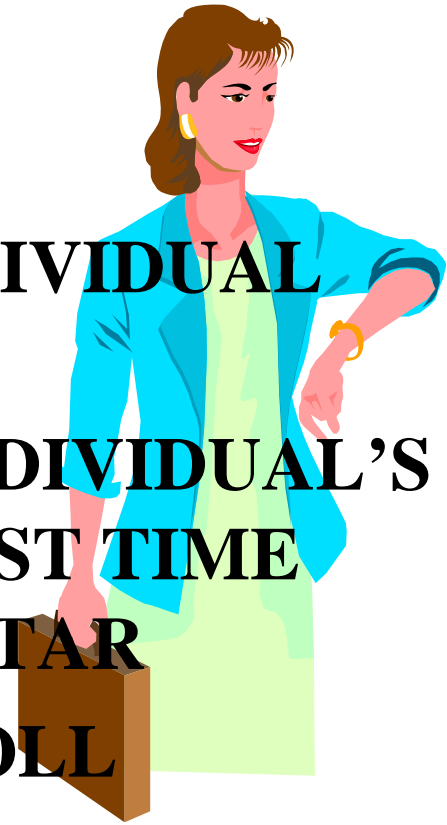
OFFICE SAFETY FACTS

- **SLIPS, TRIPS,
FALLS**
- **IMPROPERLY
USED EQUIPMENT**
- **FAULTY
EQUIPMENT**
- **COLLISIONS OR
OBSTRUCTIONS
MISHAPS**



FEDERAL EMPLOYEES COMPENSATION ACT (FECA)

- **OPNAVINST 12810.1**
 - **CNO LTR 1990**
 - **“CHARGE BACK” TO INDIVIDUAL
COMMAND**
 - **COMMAND PAYS FOR INDIVIDUAL’S
MEDICAL EXPENSES, LOST TIME
OUT OF COMMAND’S OPTAR**
 - **HRO COMPENSATION ROLL**



TOTAL MARINE CORPS

FECA COSTS



HOW TO GET PEOPLE BACK TO WORK

- **JOB ENGINEERING**
- **LIGHT DUTY**
- **RETRAIN**
- **FIND JOBS IN OTHER AREAS**
 - **CHANGE ATTITUDE OF SUPERVISORS TOWARD INJURED EMPLOYEES**