

The University of Montana

Safety Manual - Chapter 3

3. Office Safety and Housekeeping

Typical office hazards include slips, trips and falls, cuts, punctures, electrical shock, improper illumination, fire, poor ventilation and unstable file cabinets. The biggest office hazard, however, is the belief that there are no hazards.

3.1 Safety Rules for Office Safety and Housekeeping

SR 3.1.1 Employee lockers, cloakrooms, supply rooms, and hallways are not to be used for storing flammable material or liquids.

SR 3.1.2 Mechanical guards on office equipment shall not be removed except for maintenance and shall be replaced before the equipment is returned to operation.

SR 3.1.3 All electric fans shall be equipped with guards completely enclosing the blades. Guards shall have openings no greater than one-half inch.

SR 3.1.4 All electric space heaters must have a grounded plug, thermostat, tip-over shut off protection and never be plugged into an extension cord.

SR 3.1.5 Extension cords can only be used for temporary wiring. Extension cords are not to be used to energize surge protectors from outlets. Surge protectors need to be directly connected to a permanently installed branch circuit receptacle; they are not to be series connected (daisy-chained or piggy-backed) to other surge protectors.

3.2 Safety Procedures to Reduce Accidents

3.2.1 Aisles shall be kept free of obstructions and debris.

3.2.2 To eliminate the possibility of a file cabinet being pulled over, heavier materials shall be stored in the lower drawers and only one drawer shall be opened at a time. All drawers shall be closed when not in use.

3.2.3 Desks should be arranged to eliminate tripping hazards caused by floor-mounted electrical and telephone outlets.

3.2.4 Employees shall be aware of the location of fire extinguishers in their areas and familiar with the instruction for usage printed on each extinguisher.

3.2.5 Doors which serve two-way pedestrian traffic should be used with care to avoid striking personnel approaching from the opposite direction.

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Table of Contents Maintenance Safety Manual Montana State University

1. Understanding the eBook Maintenance Safety Manual Montana State University
 - The Rise of Digital Reading Maintenance Safety Manual Montana State University
 - Advantages of eBooks Over Traditional Books
2. Identifying Maintenance Safety Manual Montana State University
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Maintenance Safety Manual Montana State University
 - User-Friendly Interface
4. Exploring eBook Recommendations from Maintenance Safety Manual Montana State University
 - Personalized Recommendations

- Maintenance Safety Manual Montana State University User Reviews and Ratings
- Maintenance Safety Manual Montana State University and Bestseller Lists
- 5. Accessing Maintenance Safety Manual Montana State University Free and Paid eBooks
 - Maintenance Safety Manual Montana State University Public Domain eBooks
 - Maintenance Safety Manual Montana State University eBook Subscription Services
 - Maintenance Safety Manual Montana State University Budget-Friendly Options
- 6. Navigating Maintenance Safety Manual Montana State University eBook Formats
 - ePub, PDF, MOBI, and More
 - Maintenance Safety Manual Montana State University Compatibility with Devices
 - Maintenance Safety Manual Montana State University Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Maintenance Safety Manual Montana State University
 - Highlighting and Note-Taking Maintenance Safety Manual Montana State University
 - Interactive Elements Maintenance Safety Manual Montana State University
- 8. Staying Engaged with Maintenance Safety Manual Montana State University
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Maintenance Safety Manual Montana State University
- 9. Balancing eBooks and Physical Books Maintenance Safety Manual Montana State University
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Maintenance Safety Manual Montana State University
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Maintenance Safety Manual Montana State University
 - Setting Reading Goals Maintenance Safety Manual Montana State University
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Maintenance Safety Manual Montana State University
 - Fact-Checking eBook Content of Maintenance Safety Manual Montana State University

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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