

safety Office matters

From your safety partners at Peabody Insurance Agency

Transitioning into a New Role

A walk through other areas of the workplace is a common occurrence, but it can also be dangerous if you don't stay alert. This is even true for office employees leaving their old, familiar departments and moving into new roles in other areas. Although the office is generally not perceived as a hazardous environment, precautions in the professional workplace must still be taken to ensure safety.

New employees receive instructions regarding training and safety precautions. However, when transitioning roles to another area, it can operate very differently; procedures and equipment may be different and safety precautions may vary as well.

Safety in New Surroundings

Before entering another area, familiarize yourself with any special rules or procedures necessary for your safety. This might mean wearing special personal protective equipment or meeting certain regulations concerning employee actions.

Watch out for slip, trip and fall hazards as they constitute the most common office accidents. Misplaced tools, pieces of materials or other office equipment pose hazards. Keep floors and aisles clear of these dangers.

Falls can also occur when employees stand on chairs or other office furniture to reach elevated objects. If there are items that are too high to reach in your new

area, ask for the proper safety protocol to reach them.

In addition, do not take shortcuts, regardless of how much time they save. Shortcuts are not approved routes and taking them can cause very serious injuries.

Doors that open into a hallway can pose a hazard to oncoming traffic. Familiarize yourself with these exits and entrances when getting to know your new area.

At times, it may be necessary to restrict your admittance to certain areas of the office. Whether the restrictions are temporary or permanent, don't enter the area unless authorized to do so.

Safety Precautions

Stay safe when transitioning into a new work environment by remembering these basic safety precautions:

- Use handrails.
- Understand the safety protocol for machinery and equipment specific to your new department.
- Keep your eyes open for slip, trip and fall hazards.
- Don't take shortcuts.
- Stay out of restricted areas.
- Ask for direction regarding unfamiliar safety guidelines.

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