



## SAFETY ALERT!

*A Conference employee was seriously injured after a file cabinet began to tip over.*

### Open only one file drawer at a time.

- File cabinets can become top heavy when multiple drawers are open.
- In the case of this injury, there was an object stored atop the cabinet that struck the employee as she was attempting to prevent the file cabinet from falling.
- If possible, fasten the cabinet to the wall to prevent tip-overs. There are "anti-tip" kits made for this purpose.



### We have seen a number of office-related injuries.

- Don't become complacent. Survey your area and remove potential trip hazards, such as cords, files, personal items, etc.
- Never use your office chair as a "step stool".
- Do not use portable electric heaters if they don't have a "tip-over" shutoff feature.



### No one wants to be injured.

- If you are injured at work, make sure you advise your immediate supervisor.
- Unless your injury requires emergency attention, you should treat with one of the medical providers selected for your county/district, found on the SUSUMC Safety Committee website.
- The "Reporting Workplace Injury" section on the Conference Safety Committee Website contains information on starting a claim and finding the appropriate medical providers ([click here](#)).

Stay vigilant, stay safe!

Visit the Conference Safety Website at [www.susumc.org/workplace-safety](http://www.susumc.org/workplace-safety)