



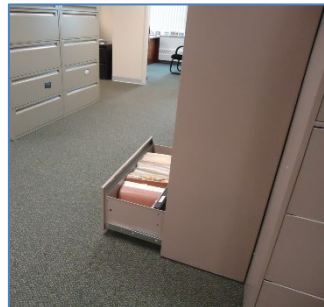
Even Office Work Can be Risky!

Did you know? Office workers are **TWICE AS LIKELY** to suffer a disabling injury from a fall than non-office workers. What are the risks, and how can you avoid taking the fall?

Housekeeping matters. Keep your desk area neat, and minimize the mess under your desk. Keep cords tucked out of the way.

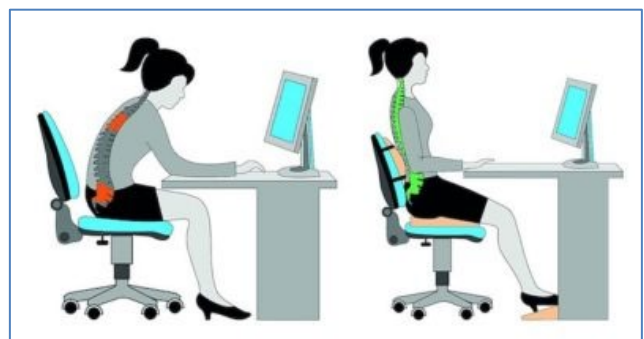


Watch the trip hazards you may unknowingly cause, including file drawers left open and boxes placed in the hall, even if they are there only temporarily. You could cause yourself – or another - to trip.



Watch your posture at your workstation...it matters!

- ✓ Keep your neck straight, with your eyes at the top of the monitor.
- ✓ The monitor should be arm-length away.
- ✓ Arms should be at 90-degree bend from upper arm to lower arm.
- ✓ Lower back should be supported
- ✓ There should be a 90-degree bend of the leg at the knee.
- ✓ Feet should be flat on the floor or on a footrest if feet don't hit the floor.



Select the right tools...NEVER stand on a chair (esp. with casters). Take the time to get a step stool. If you don't have one in your area, bring that to your supervisor's attention.

***DON'T TAKE THE FALL...THINK BEFORE YOU ACT.
WATCH OUT FOR YOUR SAFETY
AND THE SAFETY OF YOUR COWORKERS!***