

# TOOL BOX TALKS

## Office Safety Inspection

- All jobsites should have a readily-accessible first aid kit equipped to ANSI Z 308.1-2003, Minimal Requirements for Workplace First Aid Kits. Keep in mind that the ANSI standards are minimum, and that jobsite first aid kits may need to be supplemented with additional supplies and equipment to handle severe injuries, injuries to multiple patients, or CPR on two victims simultaneously. Keep the below thoughts in mind when specifying jobsite first aid kits.

## WORKSAFE TIPS

### FIRST AID:

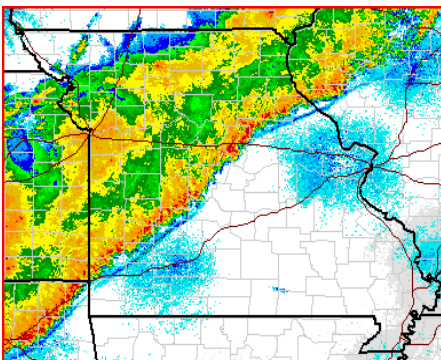
- All employees must know the first aid kit location.
- Employees should know the first aid responders in the building, and their phone numbers.
- First aid responders should have personal protective equipment like gloves, protective eyewear, mask and gown.

### EMERGENCY EVACUATION

- Employees should review the emergency evacuation plan.
- Employees should know who is responsible for taking a head count during an evacuation.
- Employees should know evacuation routes.
- Fire egress pathways must not be blocked.
- Exit lighting must be fully functional.
- Emergency floodlighting must be available along egress pathways during power outage.

### SEVERE WEATHER

- Employees must know where to take shelter.
- Shelters must be clearly identified.
- Know the signal to take shelter from severe weather.



### SURGE PROTECTORS

- Surge protectors must only be powering low-amperage equipment like computers and desktop office equipment.
- Surge protectors must not be found “daisy-chained” together.
- Surge protectors cannot be connected to extension cords.
- Surge protectors cannot power coffee pots, microwaves or portable heaters.
- Discontinue using computer surge protectors on appliances other than computers or desktop machines like adding machines or phones.

### MULTI-OUTLET ADAPTERS

- Do not use multi-outlet adapters.
- Correct wall outlets that are overloaded.
- Discontinue use of any multi-outlet adapters.

### FIRE EXTINGUISHERS

- Know locations of fire extinguishers.
- Fire extinguishers must be available in kitchens, mechanical rooms and server rooms.
- Employees must be trained to use fire extinguishers.
- Clearly identify fire alarm pull stations.
- Fire alarm pull stations must be clear of obstructions

### CIRCUIT BREAKER PANELS

- Circuit breaker panels must not be blocked with furniture, storage or furnishings like curtains.
- Circuit breaker doors must be closed.
- Circuit breaker panels must be labeled.



**Smart, Accident-Free Environments**

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*

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