Home Office Safety

Reduce risk of slips and trips

- Slips and trips aren't always caused by clumsiness.
- Make sure all throw rugs have non-skid padding.
- Use handrails and slip-resistant floorings on staircases.

Remove clutter

- Remove extra household "stuff" in the work area.
- Neatly store office work supplies and equipment in filing cabinets, see-through plastic bins and desk and closet organizers.
- Too many improperly stored items can be hazardous. For example, the potential for fire increases with each stack of old documents and papers.
- Corral computer, printer, scanner, and telephone wires safely out of walking or chair areas.
- Throw away items you don't need.
- Replace or repair frayed wires and cords.
- Feds' home work safety resource: http://www.telework.gov/documents/tw_man03/appd_j.asp