Job Task

Office Equipment Use

Hazard Review

Cuts, struck, caught in or between objects, and fire

1. Apply task lighting as to your needs.
2. Use the minimum force necessary to strike the keyboard keys.
3. Use the minimum force necessary to activate the hole punch and stapler.
4. Do not place computers - or other office equipment too close to the edge of a desk or other surface.
5. Electric office machines shall be properly grounded or double insulated to safeguard against electrical shock.
6. If you are unfamiliar with the proper grounding procedures, see your supervisor. Notify your supervisor of any convenience outlets that are not three-hole grounding receptacles or that are damaged.
7. Always match plugs and outlets, making sure to never force a three-prong plug into a two-prong outlet.
8. Exercise care to prevent electrical cords on office machines and telephones from becoming tripping hazards. Avoid stretching cords between desks or across aisles. If such a procedure is temporarily unavoidable, employ some means of calling attention to the cord and/or tape the cord to the floor or place in a wire cover.
9. Extension cords should not be used. Notify your supervisor if additional outlets are required.