

## 23 OFFICE SAFETY

### ANSWERS—QUIZ 1

1. a
2. a
3. b
4. b
5. d
6. b, c
7. Falls are the most common office incident and account for the most disabling injuries.
8. The ANSI/NFPA National Electrical Code® requires ground-fault circuit interrupters to be used in rest-room areas.
9. Employees can get bumped heads from getting up too quickly under open drawers, mashed fingers from improperly closing drawers, and hand injuries and strains from moving the cabinets.
10. When a fire is discovered, an employee should:
  - turn on the alarm
  - alert fellow workers
  - use the proper firefighting equipment (but only if the employee has been trained to do so and always has a safe path of escape while fighting the fire)
11. Office workers should receive training that focuses on incident prevention, fire prevention, fire emergency response, and medical emergency response.
12. Solid doors present a hazard because they can be approached from both sides at the same time and one person can be struck when the door opens. The proper way to approach a solid door is away from the path of the opening door; reach for the door knob so that, if the door is suddenly opened from the other side, the hand receives the force of the impact rather than the face; open the door slowly if it opens outward.

### ANSWERS—QUIZ 2

1. b
2. a
3. b
4. a
5. c
6. a
7. Three factors to be considered when designing a seated workstation are visual demands, reaches

- required, and the muscular strength exerted to perform the task.
8. Rather than bifocals, the computer operator can use “computer glasses,” a full-frame prescription for the distance that is comfortable for viewing the screen. An option for those who need or prefer to use bifocals while at the computer is to lower the monitor so that they can see it comfortably through the bottom half of their bifocals without having to tilt their head.
  9. Studies revealed a substantial increase in the number of injuries in the first year after a company moved into a new office building. The change upsets established routines and presents unknown hazards.
  10. Occasionally even good quality desks and file cabinets will have a sharp burr or corner that must be removed. Also, drawers should have safety stops to prevent workers from pulling them out of the drawer slot.
  11. Some waste containers made from plastic or other flame-resistant material may actually be combustible if subjected to fire or intense heat. Such fires can generate dangerous toxic gases and dense smoke that can easily endanger the whole office. To control for this hazard, use only metal or fire-safe tested materials designed to contain fire.

### ANSWERS—CASE STUDY

1. The primary components of an individual workstation are a computer, a desk or table, a telephone, and a chair.
2. The computer screen should be placed at or slightly below seated eye height and at a comfortable distance for reading. If the monitor is placed on top of the CPU, it can often be lowered by taking it off the CPU and placing it on the desktop. Then, if necessary, it can be raised a couple of inches by using risers.
3. Back/leg concerns are related primarily to the chair and the space under the work surface. There should be sufficient room for the operator’s legs so that the operator doesn’t have to lean forward to reach the keyboard. Some studies have shown that sitting increases the intradiscal pressure, and thus possibly the risk of back injury. The natural curves of the back should be maintained while sitting so that the pressures on the discs remain even from front to back.

This means that the chair should have a convex curve that matches the small of the back. If the chair does not have such a curve, a back support pillow can help. The chair height should also be adjustable.