



Occupational Health and Safety

Keeping your workstation safe and hazard-free starts with you!

All employees have a role to play in detecting hazards in the workplace. Recognizing, reporting and resolving these hazards can help prevent accidents and injuries. Although monthly inspections take place in each workplace, hazards in individual workstations can sometimes be overlooked. You can help identify hazards between inspections by completing a quick assessment of your own workstation. Take the time to look around your workstation and ask yourself the following questions:

- YES NO Is your work area free of debris and clutter? Surplus items, waste, and other unwanted material should be disposed of instead of being stored in your workstation.

- YES NO Are materials stored appropriately (e.g. bottom shelves filled prior to higher shelves; heavy/large materials stored on the bottom; files not packed too tightly)?

- YES NO Are the tops of your shelving units, filing cabinets, overhead bins, and any sources of heat, such as radiators, clear and free of all materials? These areas should always be kept clear.

- YES NO Are wall and ceiling fixtures fastened securely?

- YES NO Is the floor free of missing tiles, frayed carpets, and similar defects that may present slipping or tripping hazards?

- YES NO Are all computer cables, phone cords, and electrical cords organized neatly under your desk so as to not present a tripping hazard?

- YES NO Are extension cords used for temporary purposes only? When powering equipment on a full-time basis, surge protection power bars must be used in place of extension cords.

- YES NO Are all power bars plugged directly into electrical outlets? Connecting multiple power bars and/or extension cords in series is not allowed.

- YES NO Are nearby passageways and/or exits clear, accessible, and free from obstructions?

- YES NO Do you know where the nearest emergency exit is located?

- YES NO Do you know where the nearest fire extinguisher is located?

- YES NO Do you know the procedure to be followed in case of an emergency?

- YES NO Do you know where the nearest first aid attendant / first aid kit is located?

If you answered **NO** to any of the questions above, notify your supervisor of the hazard(s) that you have identified. Your supervisor will take the necessary steps to correct the situation or mitigate the hazard and may ask for your assistance in doing so. Workplace inspection teams or a member of your workplace committee may also help ensure that a hazard is corrected.

For more information and tools, visit iservice.prv/ohs

