

Find the Hazards #3 — Office



Adapted by BC Labour Heritage Ctr. from NIOSH Youth@Work
National Institute For Occupational Safety and Health/Centre For Disease Control & Prevention

Hidden Hazards

Pictured Hazards	Non Pictured Hazards
Repetitive use of the keyboard	Harassment /sexual harassment
Cluttered workplace	Indoor air quality
Awkward posture at desk	Violence (angry customer, co-worker)
Copier and other chemicals	
Stress	
Eye Strain	
Paper clutter/scissors	
Stress	
Hot liquids	
Electrical chord	
Improper chair	

Overview of Hazards, Potential Effect with Possible Solutions

Hazard	Potential Effect	Possible Solution
	Safety	
Cords and loose carpeting	Trips and falls	*Don't run chords through public areas *Make sure carpeting/rugs are secured
Unsecured furniture	Can fall, topple over	*Secure all heavy furniture, bookcases, file cabinets
Overloaded	Fire	* Have enough outlets *Use surge protectors
	Chemicals	
Ozone from copiers	Some vapours cause headaches, dizziness	*Put copiers in separate area * Ventilate properly
Poor indoor air quality	Breathing difficulty, headaches, dizziness, fatigue	*Have good ventilation
	Other	
Computer keyboard and mice	Eyestrain, muscle/tendon strain	*Use adjustable chairs and workstations *Have good posture *Take regular breaks
Sitting for long period of time	Back pain	*Use proper chairs *Have good posture *Take regular breaks
Repetitive, boring work	Stress	*Rotate jobs
Violence, harassment, bullying, discrimination (from customers, co-workers)	Stress, emotion/physical trauma	*Have enough security *Schedule at least 2 people per shift *Use barriers, where money is handled *Get customer service training *Rotate jobs *Keep a diary to describe harassment *Report harassment to employer to employer or trusted adult