



## **ACE WINDOWS NE**

### **OFFICE SAFETY POLICY**

All work performed in offices at the Ace Windows NE will be conducted using safe work practices.

Office and administrative areas will be maintained free of recognized hazards.

#### **Safe Work Practices:**

- Guard the sharp edges of furniture to prevent personal injury.
- Practice good housekeeping. Keep floors free of items that might cause tripping. Keep waste cans out of the way; do not overfill them.
- . Prevent slipping accident by cleaning up spills immediately.
- Report all defects such as loose tiles, broken steps, railings and doors immediately to a Director.
- Keep razor blades, tacks, and other sharp objects in closed containers.
- Use the proper tool for the job at hand (e.g. a staple remover to remove staples).
- Do not overload electrical outlets. Do not plug a multiple outlet strip-- an extension cord with multiple electrical receptacles--into a second multiple outlet strip.
- Report immediately, any damaged electrical cords, broken switches, loose connections, or bare wires to a Director
- Unplug any office machine that smokes, sparks, or delivers an electrical shock. Have it inspected by the appropriate repair personnel.
- Avoid overloading the top drawers of filing cabinets to avoid the possible tipping of the cabinet when the drawers are opened. Open one drawer of the file cabinet at a time to prevent tipping. File cabinets should be placed where their use will not interfere with office traffic patterns.



- Keep file and desk drawers closed when not in use to help prevent tripping accidents.
- Be sure to use proper lifting techniques. Make arrangements with personnel skilled in moving to shift furniture and other heavy objects.
- Use only safety step stools or ladders for climbing. Don't stand on swivel chairs or use them as step stools.
- Be careful with flammable liquids. Only the quantity needed for use should be in the work place. They should be kept and used in a ventilated area, away from excessive heat or ignition sources.
- Office doors shall be free of obstructions at all times to permit exits in case of an emergency.
- If it is necessary to run a cable or electrical cord across the floor, a cable cover must be used to protect the wiring and prevent tripping.
- Do not cover air vents or obstruct airflow from registers. Do not place furniture, equipment, or materials in locations that will interfere with air movement around thermostats.
- Report any observed pest control problems to a Director:

Ace Windows NE offices and environment will be as safe, accessible, comfortable and welcoming as possible.

Ace Windows NE will also be mindful of creating an environment that will be non threatening: consumers and staff have the right to be free from physical, emotional and verbal abuse.

Staff should be sensitive to the needs and different behaviours of others without compromising the above.