



MISSISSIPPI STATE UNIVERSITY™
MS AGRICULTURAL AND FORESTRY
EXPERIMENT STATION

MAFES DAWG TRACKS

Workplaces with strenuous physical labor and heavy equipment obviously have safety concerns, but there are also a lot of potential injuries and hazards that can occur in office settings.

Falls, slips and trips have long been the most common cause of injury in administrative and support service areas.

- ✓ **Be organized.**
Clutter piled up in walkways are a trip waiting to happen. Store items in their proper location and use file cabinets for piles of papers.
- ✓ **Keep items easily accessible.**
Yes, storage space is scarce and sometimes the best solution is place things higher. How do you reach them? No, do not step up in an office chair – particularly a rolling one. Have a small step ladder handy instead.
- ✓ **Don't crash into each other.**
Is there a blind corner or turn in the hallway that you can't see around until you're there? Consider installing a convex mirror.
- ✓ **Keep cords contained.**
Extension cords are often necessary, but don't let them become a trip hazard. Always tape them down or purchase an appropriate cover.
- ✓ **Get a grip.**
Wet floors can cause falls when walking and unexpectedly hitting a slick spot. If you spill coffee, wipe it up immediately. Add carpet or slip resistant mats at entrance ways where rain and mud may be tracked in.

A growing office injury category is from poor ergonomics. Job tasks that are normally associated with a lot of desk and computer time are also prone to injuries from repetitive motion and posture related strains. These issues are often developed over time and harder to detect. Provide ergonomic friendly workstations and follow these tips to help.

- ✓ **Provide adjustable equipment.**
People come in all shapes and sizes; what is comfortable to one person may not be comfortable for the next. Learn how the equipment can adjust and know the most ergonomically beneficial way to set up a workstation.
- ✓ **Keep your feet on the floor.**
Even a nice adjustable chair that is too high, causing your feet to dangle, will not be able to reduce pain and discomfort. A footrest is an option; ensure it is wide enough to not impede movement.
- ✓ **If the mouse is away...**
This has nothing to do with the cat playing, but it can cause neck and shoulder pain. Keep your computer mouse beside the keyboard, not at a different level.



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Sources:

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