# Office Safety Policy

<table>
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<tr>
<th><strong>Authority:</strong> CUSA Board</th>
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<td><strong>Previous Amendments:</strong> N/A</td>
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<td><strong>Next Review Date:</strong> January 2026</td>
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| **Review Committees:**  
Joint Health & Safety Committee | **Delegates:**  
CUSA Executive Director  
CUSA Director of Human Resources |

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**Policy**

CUSA is committed to providing an ergonomically safe work environment. All office areas shall comply with all applicable federal and provincial regulations pertaining to ergonomics and workstation design.

**Safety Policy Overview**

Although office employees do not feel that they are exposed to many hazards they must use good judgment and exercise reasonable care.

- Good housekeeping in the office is a must. Always ensure that desks and cabinets are clean and orderly.
- An open drawer of a desk or a cabinet is a hazard which can cause yourself or others to trip or collide.
- Use the handles when closing or opening any kind of a drawer.
- All chairs should be used sensibly. Do not tilt them or slump back. The added strain could cause them to break or slip resulting in injury to the occupant.
- Do not keep defective chairs and desks in use. Report them to the Building Operations Manager for replacement or repair.
- Carry pencils, pens, scissors etc. in such a way that sharp points cannot cause puncture wounds.
- Cords on electrically operated office machines and telephones can cause tripping hazards when they are left on the floor or across walkways.
- The standard four (4) drawer filing cabinet can cause serious injury if it upsets as a result of opening a heavily loaded top drawer if the lower drawers are empty or filled with light weight material.
Be sure that keyboards are solidly in place.

Never adjust or clean a piece of machinery while it is in operation.

Do not attempt any electrical repairs. The Building Operations Manager will call a qualified electrician.