

Office Hazards

The office environment presents a variety of hazards beyond workstation ergonomics and working postures. It is important to consider what hazards may be present in your on-campus and if applicable, your remote work location.

Below are examples of common office hazards that can cause injury. You may notice other hazards not pictured here such as poor lighting, heavily stacked shelves. If you see a hazard that poses an immediate risk, stop the activity and control the hazard if possible. If not, speak to your manager and log the hazard in RiskWare.

Physical environment



Cords, rugs, and other items on the floor are trip hazards.

Can you safely move around?

Electrical Safety



Power boards should be easily accessible and should not be overloaded. Cords should be free from damage.

Is your powerboard overloaded?

Overhead and Heavy items



Minimise storage of items overhead.

Heavy items are to be stored between the knee and waist.

Can you safely reach/lift it?

Fire and emergency exits



Access and egress from your desk and other walkways must be clear and unobstructed.

Can you safely exit?

Clutter



Clutter creates trip hazards and limits your ability to obtain optimal working posture at your desk.

Can you safely clean up?

Standing on and moving furniture



Chairs and other office furniture including desks are unsafe to be stood on and can be heavy to move.

Can you safely move it?

Log all hazards, incidents and injuries on RiskWare