Office safety

Office safety is very essential in today's world. Not only is it essential but it is also very important to be aware of several workplace safety rules and regulations as this could hamper the smooth functioning of your office due to legal issues.

This article does not focus on the legislations regarding workplace safety, but on providing several workplace safety tips for ensuring that you and your employees have a safe working environment.

The best course of action is to plan ahead for all kinds of workplace emergencies. Think fire, think electric shock – absolutely anything and everything that you can think about. Make a list of all these emergencies. Based on this list, make another list of things you need to have at your workplace to ensure the safety of your employees. And then install these things.

It also makes sense to look at the local regulations concerning office safety. These may not be comprehensive, but may provide you with enough guidelines to work on.

Other than that, here are a few safety tips for the office or for the workplace:

- Keep your working area neat and clean. One cannot emphasize on this enough. Piles of papers and stacks of files combined with a tangle of wires are a disaster waiting to happen, on several fronts. A clean work space will also enable you to identify a problem and tackle it faster and more effectively.
- Ensure that all your doors and windows have security locks. If you are an establishment that deals with cash on a daily basis, then you may attract burglars. Install security cameras at doors and exits. This will help you record the images of thieves and such and help the police in locating the culprit.

-
- Install fire alarms. Practice fire drills with your employees. During the practice sessions, ensure that all the employees follow the rules (such as getting low on

the floor, closing doors and windows to contain the fire etc.). Mark the exits with noticeable signs so that employees know where to go to in case such an emergency occurs. Never lock these exits, but be sure to install security cameras on these doors. Also, it might be sensible to install fire proof furniture.

- Ensure that all the workstations, machines etc are installed properly. While installing such electric equipment and appliances, ensure that the wiring and switchboards are earthed properly so as to prevent electric shocks.

- And most of all, insurance is essential. Although it is not an office safety tip, it often helps to have it just in case an emergency occurs.