

## Basic office safety procedures



- Know where all exits are in your building.
- Locate the fire extinguishers and become familiar with their use.
- Know how to dial emergency services for your building and your building's address. Do you first need to dial 9 and then 911?
- If you need to evacuate the building know where the designated meeting place is outside your building.
- In the event of tornado seek shelter in an interior room or basement, keep away from windows.
- If there is a paging feature on your phone system, become familiar with how to use it.
- Know where the first aid supplies are located at your worksite.
- Be aware of who is in the building with you so you can do a head count to ensure everyone is safe; look out for one another.
- Do not let strangers wander in the buildings; accompany them to their appointment.
- As staff leave for the day keep tabs on who is still in the building.
- Lock all doors if you are working alone in the building after hours.
- Keep exit paths clear. Keep exit doors unlocked during the work day.
- Keep floors clean, free of debris and dry.
- Do not overload electrical outlets and circuits.
- Report any hazards to your building supervisor.
- Report any burnt out exit lights to your building supervisor.

Building and Grounds staff will arrange to have the fire extinguishers serviced annually and will test and replace fire and smoke alarm batteries at least yearly.