1. What dangers may you face in the office in regard to office safety? (List 3)
2. How many injuries occur annually (per year) in the workplace?
3. What are some common office injuries?
4. What is considered to be poor design or poor housekeeping (dangers) in the office? (3)
5. How much distance should be maintained between desks?


6. What should be done with cords?
7. What should be done with office machines?
8. Do not \_\_\_\_\_\_\_\_\_\_\_\_\_ exits!
9. How many exits should be provided?
10. Employees must be aware of \_\_\_\_\_\_\_\_\_\_\_ and trained in \_\_\_\_\_\_\_\_\_\_\_\_ procedures.
11. What forms of combustible materials exist? (3)
12. Fire \_\_\_\_\_\_\_\_\_ and alarms must be conspicuously \_\_\_\_\_\_\_\_\_ and accessible.
13. Improper \_\_\_\_\_\_\_\_\_ of materials can cause \_\_\_\_\_\_\_\_\_\_\_\_ disorders such as sprains, strains, and inflamed joints.
14. Office materials that are improperly \_\_\_\_\_\_\_\_\_\_ can lead to hazards such as objects \_\_\_\_\_\_\_\_\_\_ on workers, poor visibility, and fires.
15. Explain how office furniture can contribute to injuries in the workplace.
16. Don’t \_\_\_\_\_\_\_\_\_ back in an office chair with your feet up.
17. What two rules must you follow about filing cabinets?
18. Keep desk drawers \_\_\_\_\_\_\_\_\_\_\_ when not in use.
19. Equipment must be properly \_\_\_\_\_\_\_\_\_\_\_\_ to prevent shock injuries.
20. Cords should not be \_\_\_\_\_\_\_\_\_\_\_\_ over nails, hooks, or other sharp objects.
21. What two hazards may result from using a copy machine?
22. Avoid wearing \_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_ clothing or accessories around machinery with moving parts.
23. Paper cutters - Keep blade \_\_\_\_\_\_\_\_\_ when not in use.
24. A \_\_\_\_\_\_\_\_\_\_\_ should be provided and fingers kept clear.
25. What health concerns do computer monitors involve? (List two)
26. Proper ergonomic design should be tailored to prevent discomfort. List three factors to consider:
27. Sources of air pollution in the office include both \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g.,mold spores) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g., cleaning fluids).
28. Lighting problems in the office include (list four)
29. Noise sources in the office include:
30. What did you learn new today?