

Ways To Be Safe In The Workplace

We all need to prioritize at work and while we're taking care of our day-to-day tasks, don't forget safety.

The American Red Cross offers these safety tips:

- Don't leave keys lying around.
- Notify security if you notice suspicious people or vehicles.
- Use caution in stairwells, isolated or poorly lighted restrooms and elevators.
- Stand near the controls in elevators, locate the emergency button and never enter if someone appears suspicious.
- Know your co-workers and look out for each other.
- Keep your purse, wallet and other valuables with you or locked in a drawer or closet.
- Be discreet and don't advertise your social life or vacation plans.
- If you work odd hours, walk with a group or ask another employee or security personnel to escort you to your car.

For more safety tips, visit www.celebritystaff.com.

Workplace Hazards

Work spaces are often full of dangers, whether in a home or remote office.

The No. 1 threat? Equipment cords and wires.

In the U.S., they cause 15 percent of all accidental, job-related deaths and are second only to motor vehicles as a cause of fatalities, according to the U.S. Occupational Safety and Health Administration.

To avoid the litany of work space perils, and workers' compensation claims,

www.cableorganizer.com offers these simple tips:

- Cable control on the cheap: Computer cables can be easily shielded with a split wire loom, a flexible and durable polyethylene corrugated tube with a split down the side where you enter your multi-cable bundle. And, it only costs a few dollars.
- Achieve liftoff: All small devices can be kept off the floor and put out of harm's way with products that loop, tie and hang cable clutter off the floor.
- Wire fire can be dire: Do not put tons of outlets in one place. The glut, along with long periods of use, can equal fire. Keep a fire extinguisher handy at all times.
- Get attached: Make sure bookshelves and cabinets, especially those that are top-heavy, are secured to the wall with the appropriate fastener so they do not fall over.

Bulletin Board

By Maggie Reed
Copley News Service

- Take the edge off: Wrap anything with a sharp edge - such as broken or cracked glass, brittle plastic casing or other objects - in corrugated cardboard and secure with a heavy-duty tape to protect all from accidental lacerations.

The site offers round-the-clock, single-point access to the most complete selection of products that serve to manage cable, wire, hardware and other office equipment. For more information, visit www.cableorganizer.com or call 866-222-0030.

Emergencies At Work

If a fire or other emergency situation arose in your workplace, would you know what to do?

Some common-sense tips from Underwriters Laboratories Inc. :

- Be prepared: Know the location of fire alarms nearest exits. Know where you physically are because an escape in the dark might be necessary.
- Don't panic: Call 911 and don't assume someone else has. Leave quickly and close doors behind you to help contain smoke and fire.
- Low down: Stay low to the ground to avoid rising heat and smoke.
- With feeling: Feel doors before opening them, starting from the bottom and moving to the top. If a door is hot, don't open it. If it's cool, open it slowly and be prepared to close it quickly if fire and flames rush in.
- Escape clause: If you escape but co-workers remain inside, let firefighters know immediately. Don't go back in and attempt a rescue. Once outside, move away from burning buildings.
- If you stay: Remain calm and close as many doors as possible between you and the fire. Seal all cracks with whatever you have available, jackets, towels, etc. Wait at a window, if possible. Try to open it for air, but do not break it as you might need to close it if smoke rushes in.