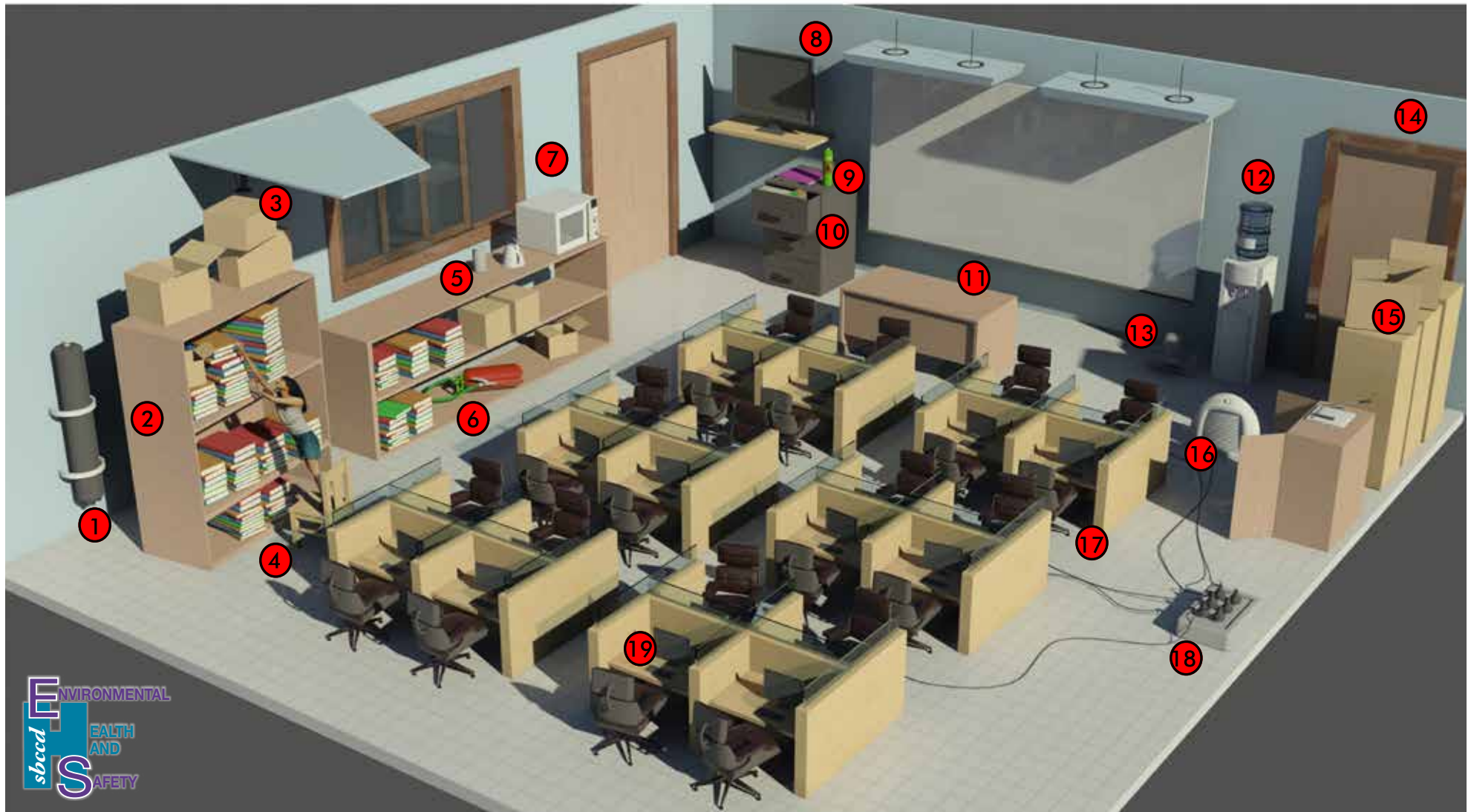


Common Safety Violations in College Offices

The following are common safety violations found in office environments whose corresponding numbers and explanations are listed on the following page. Please review the diagram and follow SBCCD Recommendations to ensure safety of faculty and staff. For questions, contact your Site Safety Officer SBVC at (909) 384-8958, CHC (909) 389-3210, or the SBCCD Environmental Health & Safety Office at (909)-384-4070.



- 1 All compressed gas cylinders shall be attached with restraints to prevent from overturning.
- 2 All bookcases and cabinets over 42" tall shall be secured to walls.
- 3 Materials stored on top of shelves or cabinets may not be closer than 18" to automatic sprinkler heads.
- 4 Only use approved ladders or step stools to reach items at heights. Chairs are never to be used as a step stool.
- 5 Electrical appliances such as coffee pots should be kept in designated kitchen areas. Only approved appliances may be used in the office.
- 6 Fire extinguishers shall be mounted on walls and checked on a monthly basis.
- 7 Microwaves shall be kept in designated kitchen areas. Only approved appliances may be used in the office.
- 8 TV's, projectors and other wall mounted equipment shall be secured to prevent tipover during an earthquake.
- 9 Only approved chemicals and pesticides may be utilized in the office environment. All chemicals must be stored in approved cabinets.
- 10 Filing cabinet drawers need to be closed when not in use.
- 11 Office furniture shall be located against walls. Exit routes shall not be blocked by office furniture.
- 12 Water coolers shall be secured to the wall. All spills and leaks will be cleaned and reported immediately.
- 13 Power tools shall be properly stored and unplugged after use.
- 14 Exit routes shall be properly marked with Exit signage. Exit routes shall not be blocked.
- 15 Classroom exits shall remain clear and not blocked by any obstructions, such as cabinets that open into the exit path.
- 16 Approved portable heaters shall be positioned so that they are not close to combustibles.
- 17 Power cables shall be properly routed and secured to prevent trip hazard. Extension cords shall be removed and stored at the end of the day. Extension cords shall not be used for permanent use.
- 18 Do not plug more than one extension cord and one power strip into a single electrical outlet. Extension cords and power strips may not be plugged in series.
- 19 Computer equipment should be ergonomically adjusted to fit you and your workspace.

Most office safety violations can be avoided by keeping areas clean, neat and well organized. Do not try and store more materials than your office was designed to safely handle. Do not obstruct the existing fire safety systems that are there to protect all occupants. Do not exceed the electrical capacity of the room with plug strips and extension cords. Always look for conditions that have the potential to injure staff and faculty.

For violations outside of your control notify your Site Safety Officer SBVC (909) 384-8958, CHC (909) 389-3210, or SBCCD Environmental Health and Safety at (909) 384-4070.

Do not store items in basements or under stairs unless the entire area has fire sprinklers. When storing items in closets or workrooms, maintain in 3 foot (36") clearance around all water heaters, electrical panels, fire alarm panels, and portable fire extinguishers.