Environmental Health and Safety

Guide to Office Safety

There is a misconception that hazards or other safety concerns are found only in shops, labs, medical facilities, or outside. However, office spaces, where a majority of UNC Charlotte employees work, are not absent from hazards.

Environmental Health and Safety's
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1. Encourage your colleagues
2. Take action when you see concern
3. Notify the appropriate department
4. You can also report hazards to EHS, who can help facilitate correction or removal.

Ways You Can Reduce Hazards

4 Ways You Can Reduce Hazards

1. Encourage your colleagues to act safely and develop safe behaviors. Remember that everyone has the authority to reduce hazards by preventing and reporting.

2. Take action when you see concern
   - If you have the ability to do so and it will not cause additional harm, you can remove the hazard.
   - For instance, if there is damaged flooring you can contact Facilities Management.
   - You can also report hazards to EHS under the help tab at safety.uncc.edu.

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Appliances

Space heaters, microwaves, coffee makers and refrigerators – should be plugged directly into a wall electrical outlet instead of a power strip. Those items can require more electricity than what a power strip can safely provide, which could cause the power strip to overload and start a fire.

Emergency

Know your building's designated assembly location in the event you need to evacuate. Each building's emergency evacuation plan can be found at safety.uncc.edu. The Building Safety fact sheet and Fire Prevention Plan provide additional building safety information.

Ergonomic Concerns

Ergonomic concerns are frequently associated with office workstations. Since you spend so much time there, ensure it is properly set up.

Always

- Close doors, drawers, and appliances after each use.
- Turn lights on when entering a room.
- Consult the Injury Prevention and Slips, Trips and Falls facts sheet.
- Conduct a self-assessment to check if your work station is ergonomically set up by using the fact sheet on the EHS website.

Slips, Trips, Falls

Slip, trip and fall incidents are the leading cause of injury at UNC Charlotte and can occur even in the office environment. During inclement weather, dry your shoes when entering a building. Use umbrella bags when available.

Additional Information:

Information about office safety and a variety of topics is available on the EHS website, including trainings for the professional office work environment. For questions, please contact EHS via email at EHSoffice@uncc.edu or phone at 7-1111.