

In the Office

Circle eight hazards in the picture below. On the next page, say why each hazard is dangerous – what could happen?



8 hazards in the OFFICE and why they are dangerous

1 _____

5 _____

2 _____

6 _____

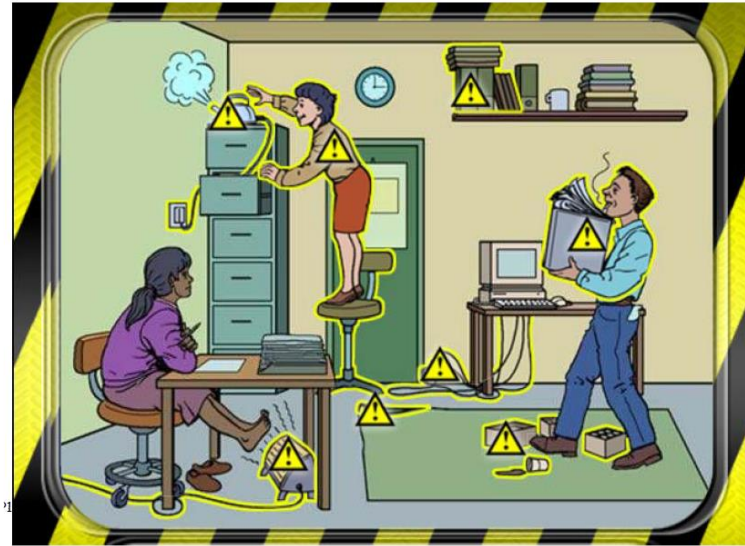
3 _____

7 _____

4 _____

8 _____

In the Office – Answers



- 1 **Standing on a swivel chair** in front of a door could cause a serious accident to the person using it and whoever comes through the door.
- 2 The **kettle** is not safe on top of the cabinet. It needs to be moved to a safe area to reduce the risk of serious scalding and trailing electrical wires
- 3 **Open electric bar fires** are dangerous - this is old equipment and should not be used. The **trailing, tangled wires** could trip someone up or make the fire topple over.
- 4 **Smoking** is banned in most offices - check where smoking is allowed. You should never smoke whilst carrying papers - it is a fire hazard.
- 5 Do not pile up material on top of **high shelves**, it could easily topple over and fall on someone's head.
- 6 **Overloaded plug sockets** are a fire hazard. **Trailing and tangled wires** can trip someone up and also lead to fires.
- 7 Do not leave anything on the **floor** where people walk - it could trip them up and lead to a serious fall.
- 8 **Curling carpet** and work flooring is a common cause of slips and trips - report it to a supervisor for repair, you could prevent a serious accident.

Cut out these triangles to put on the hazards in the picture

