

**VA NORTHEAST OHIO HEALTHCARE SYSTEM
Louis Stokes Cleveland DVAMC
Medical Research Service
Subcommittee on Research Safety Policy**

Effective Date: SEPTEMBER 14, 2022

SOP Title: OFFICE SAFETY Policy

SOP Number: SRS--008

SOP Version: .09

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1. **PURPOSE:** To familiarize all employees within the office setting of potential safety hazards in their work areas.

2. **POLICY:** Medical Research Service will strive to provide a safe work environment for all office employees.

3. **RESPONSIBILITY:**
 - a. **Research Safety Coordinator (RSC) / Chemical Hygiene Officer (CHO):**
 - (1) Trains office workers in safety annually.
 - (2) Identifies safety concerns.
 - (3) Determines proper corrective procedures.
 - (4) Performs or contracts for corrective action to be completed.

 - b. **Office Employee:**
 - (1) Completes annual safety training.
 - (2) Continually inspects work area for safety hazards.
 - (3) Reports safety hazards to the RSC.
 - (4) Reports any hazard that may require work or purchase orders.

4. **PROCEDURES:**
 - a. **Common office hazards to avoid and/or to inspect for:**
 - (1) Route telephone, electrical, and/or computer cables so they are not tripping hazards.
 - (2) Contain and clean-up spills immediately.

- (3) Close file and desk drawers when not in use.
 - (4) Do not step on chairs or boxes to reach items stored too high.
 - (5) Keep paper cutter handle in the down position when not in use.
 - (6) Use proper lifting technique when lifting heavy objects (lift with the knees, not with the back, hold objects close to the body, etc.).
 - (7) Do not overload electrical outlets.
 - (8) Take defective equipment out of service by unplugging and adding a lockout/tagout device.
 - (9) Store/load heavy materials on the bottom shelf/drawer.
 - (10) Keep beverages away from electrical appliances.
- b. When other hazards have been identified, they must be reported to the supervisor as soon as possible.
5. REFERENCE: MCP 005-045 Personal Appearance; SRS-07 Eating Policy.
 6. RESCISSION: Medical Research Service SRS Policy 008. The rescission date of this policy is September 13, 2027.
 7. FOLLOW UP: Research Safety Coordinator/Chemical Hygiene Officer