

Office Safety Worksheet

1. What type of things could cause safety issues in the office?
2. _____ is the discipline of matching the task to the worker using the most appropriate equipment to optimize human well being and over all performance.
3. Give two things you need to pay attention to when picking a chair or desk?
4. The screen should be _____ inches away from the users eyes.
5. THE _____ SHOULD BE DIRECTLY IN FRONT OF THE USER.
6. Explain the PASS System.
7. Name one hazard of having loose lying cables.
8. Which should be stored on the top of any storage area? Light or Heavy?
9. What is the #1 cause of office employee injuries?
10. What is one thing that causes people to trip in fall in an office?
10. Name one thing you should not do with office machines.
11. What is OHASA? What do they do?