

# Office Safety



جامعة الملك عبد الله  
للعلوم والتقنية  
King Abdullah University of  
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Health, Safety  
and Environment

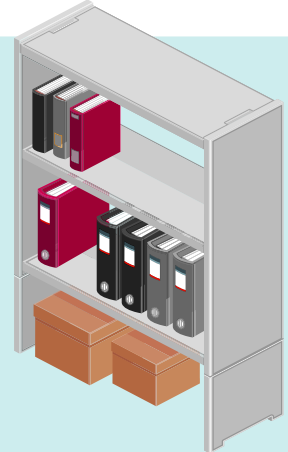


## Close

drawers & cabinets  
after use  
to prevent trips and falls.

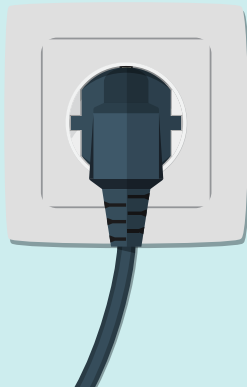
## Store

heavy objects  
on lower shelves.



## Protect

electrical cords  
from damage.  
Do not run them  
under carpets, through  
windows and doorways.



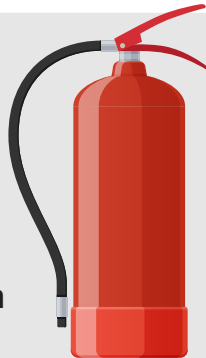
## Keep

aisles, corners, and  
passageways unobstructed  
and free of stacked materials.



## Keep

emergency exit routes  
and fire extinguishers  
clear and free of clutter.  
Do not hold fire doors open  
by unapproved means  
(such as with a fire extinguisher).



## Hold

on to handrails  
as you walk down stairs.



## Look

where you are going.  
Don't walk and read  
at the same time.



## Avoid

paper cuts  
by handling  
documents carefully.

