



THE NEXUS



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Your Guide to Office Safety

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SECURITY CONSULTING



Whether you work in a traditional office, or at a security post in an office-type setting, you may think that you don't have to worry about workplace hazards or being injured on-the-job. It is important to remember that if we fail to recognize and anticipate potential hazards like lifting heavy objects, poor ergonomics, electrical hazards, chemical spills or slips, trips and falls, the office environment can become an unsafe environment.

FIREARMS NEWS

Parabellum Combat Systems hosted a booth at the [Wanenmacher's Tulsa Arms Show](#) at the Expo Center in Tulsa, OK on April 4 - 5.



Firearms enthusiasts visited the PCS booth to discuss the new product line of the CMP (Subgun in 9mm, and the SRM15 (Assault Rifle in 5.56mm).



Prusik USA had on display many publications of firearms products and services, including security and training, which patrons discussed with Prusik officials. Prusik Training Center enrolled many students in courses for the 2009-2010 training year. The next Tulsa Arms Show is November 14-15, 2009.

WATCH OUT FOR FALLS: Studies show that many office injuries are caused by falls. One-third of the falls incurred by women are due to wearing high heels, which make falls more likely. To prevent falls, consider wearing lower, wider heels. Other circumstances that cause falls are spills on floors, torn carpets, exposed carpet seams, electrical cords running across the floor, open desk or file drawers, boxes or supplies stored in aisles, or waste baskets placed where you could trip over them. To prevent falls, periodically inspect your work area to see if you can spot any of these potential problems. If you find any, take the time to get them fixed.

STAIRS AND STEPS: Be careful if your office has stairs or steps. Accidents on stairs are usually serious or disabling, with 80% of these falls resulting in lost work days. About two-thirds of the workers who fell were not using handrails. Many workers fell while carrying objects or slipping on something left on the steps. To prevent falls, use handrails, pick up anything you see on the stairs and don't use stairs for storage! Finally, don't carry things when using stairs if you can avoid it.

CHAIRS: Use common sense with chairs, and don't use them for anything except sitting. Straight-back chairs are not meant to be recliners, so don't lean back; the chair could flip over! Also, never use a chair as a replacement for a step stool or a ladder. To stay safe, find and use the proper equipment.

CORNERS AND INTERSECTIONS: Some offices have "intersections" that need a "traffic light" to keep people from bumping into each other. If there are blind corners in your office, consider installing convex mirrors so people can see each other. Be especially careful while carrying hot drinks. If you are carrying a large object, make sure it is not too high. It could not only block your vision, but also strain your back.

DO NOT OVERLOAD: Watch out for supplies and storage that may be stored on top of filing cabinets. Even a carefully stacked pile may start sliding due to vibration from opening and closing file drawers. Also keep an eye out for overloaded upper file drawers as this may cause the entire filing cabinet to tip over on top of you. Redistribute some of the weight to the lower drawers to reduce this chance, and check to make sure the filing cabinet is bolted to the adjacent cabinet, if it can be done.

BOTTOM LINE: If you see something that may be hazardous, fix it, safeguard it, or report it to someone who can eliminate the hazard.

TRAINING NEWS

Prusik USA hosted the Spring 2009 Firearms Enthusiast Range Rally at Stilwell, OK, March 14-15. The Saturday event was a challenging 4-gun skills competition; First Place winner was Jamie Isgrigg.



Sunday event was an all day cooperative machinegun demonstration with L&L Machine Guns LLC. Participants rented both PCS and L&L guns to enjoy the powerful recoil of military machineguns, rifles, and subguns. The proceeds of the FERR were donated to the Kat Fleming cancer fund.

To request a copy of our Training Catalog, or information for courses that can be developed for your organization call 1-877-PRUSIKUSA, or E-mail: traininginfo@prusikusa.com

Office Safety Tips

By John Robishaw
Health and Safety Coordinator

Do not take office safety for granted. Most people think of a construction site or factory when they think of potential workplace safety hazards. It is true that construction sites, industrial plants and factories are potentially extremely dangerous, but offices can be too, especially when no one considers safety. The following are the most common types of office hazards and some of the situations that increase exposure to injury. Look around your office, identify and correct any hazards that you find before someone gets injured.

GENERAL SAFETY

- Keeping your work area clean and neat will help avoid hazards that lead to accidents.
- Make sure all exits are clearly marked and are not locked or obstructed. Never arrange offices with desks in front of exits.
- Know the location of the closest fire extinguisher.
- Always keep aisles clear. Never stack boxes or supplies in aisle ways or in front of egress paths.
- Never, ever put your fingers in any type of machinery. Always unplug it before you try to fix or un-jam it.

SLIPS AND FALLS

- If you encounter a spill or other slip, trip or fall hazard, correct it immediately. If this is not possible, make sure to put up some type of warning such as a safety cone or other device.
- Avoid walking and reading at the same time. If it is important enough to read, then stop and read it.
- Never leave file cabinets open and unattended, not even for a minute. How long does it really take to open a file cabinet?
- Never run in the office. Nothing is so important that you must risk running into a coworker.
- Leave your shoes on. If your shoes are too uncomfortable to wear all day, then wear different shoes. Running around the office barefoot is a sure way to stub a toe or cause another type of foot injury.

SAFE LIFTING

- When you must carry files, don't carry more than you are capable handling safely. If the load is too heavy or your muscles get tired, use a cart or make more than one trip.
- Avoid bending at the waist when accessing low files. If you must access low files, either stoop down or get on your knees. Avoid twisting and reaching for files or other materials in your work station. Move your whole body to prevent back strain.

ELECTRICAL HAZARDS

- Avoid placing extension cords on the floor. These are tripping hazards and can also become fire hazards.
- Do not use any extension cords that are missing the ground pin or are damaged.
- Report it or remove it from the premises immediately.
- Electrical hazards in an office may be more common than you realize. If you find an electrical hazard, notify your supervisor or client. Do not try to repair it yourself.

Whatever your assignment, **SAFETY is # 1**. Share your ideas and suggestions for improving safety with your supervisor. Make safety part of every conversation.