

IN CASE YOU HAVEN'T 'HERD' ABOUT...

MARCH 2014

VOLUME VI, ISSUE 1

Tufts offices are almost always safe places to work but...you need to control the forces!

Tufts is a think factory where the most common work tasks are reading, writing, speaking, listening... in general, communicating and thinking.

The most common work place at Tufts is the office and the most common workstation involves the use of the keyboard, the video screen, the telephone, and paper documents.

However, the brain is attached to a machine made of muscles, bones and nerves. This machine uses forces to perform its tasks: gravity, friction, electricity, light and sound. Nevertheless, the force of most concern is gravity!

Gravity is pulling us to the floor. The muscles resist gravity and allow us to stand and sit. Too much friction causes the body machine to trip and fall. Too little friction causes that machine to slip and fall. Same-level falls are the leading cause of injury in the office – falls occur 2.5 times more often in the office than other workplaces.

To prevent falls and falling objects,

- always close cabinet, desk and file drawers when not in use;
- do not place wires .e.g. extension cords, power strips or computer cables across walkways;
- do not carry boxes, supplies or equipment that is bulky causing a weak grip and poor visibility forward;
- do not carry boxes, supplies and equipment greater than 30-50 pounds-purchase and use a 2 wheel hand truck or a 4 wheel cart
- store heavy supplies and equipment on lower shelves
- inspect floors and report uneven carpets, flooring or broken tiles;
- report, post warning signs or dry up wet floors
- select footwear that meets the friction needs of the season
- remove floor mats or area rugs that do not lay flat
- purchase and use a stepladder or stool that elevates the body to the height of the shelf or cabinet
- carry supplies and equipment up and down stairs with one hand and use the handrail at all times
- do not overload shelves- know the weight limit for all tables and shelves- a box of 10 reams of paper weighs 50 pounds

