



Office Safety Considerations

New to Campus? Moving to a New Office?

In order to establish and maintain a safe workspace, please review the following safety considerations:

DO's:

- Set-up your workspace so you have a clear walking path to the door and exit corridor, providing 32-inches of clear width. Make sure you can exit quickly if needed.
- Check all computer and related equipment cords for damage such as fraying, loose plugs, etc.
- Check to see if switch plates and electrical outlets have covers, and that they are not cracked or loose. *(Report any damaged or missing items to Facilities Management and Services (FMS))*
- Maintain books, papers, and other similar combustible items in a neat and organized manner; large amounts of these materials create a high fire load and can be considered a fire hazard.
- Set-up power strips so they are lying flat, mounted to a fixture or wall. Ensure they are not covered by paper or other combustible materials. *(Contact FMS to request wall mounting.)*

DON'Ts:

- Do not use extension cords for any reason, unless approved by EHS. Temporary use may be permitted under specific circumstances.
- Do not connect two power-strips together; this is "daisy chaining" and constitutes a fire hazard.
- Do not bring household appliances such as refrigerators, coffee makers, tea kettles into office spaces; this is prohibited per the State Fire Marshal (SFM) *and* the combined use can result in the amperage exceeding safe use limits of power-strips. (Medical necessity for mini refrigerators is an exception: i.e. insulin, etc.) Please refer to [EO 987](#) and the SFM Memorandum on the EHS website *Informational Forms and Safety Notices*.
- Do not use portable heaters, fans or task lights. Heaters are a common cause of fire and consume large amounts of power. Contact FMS if room temperatures are outside of the Campus Standard (68 – 78 degrees). Please refer to [EO 987](#).
- Do not store items within 18-inches of sprinkler heads or 24-inches of the ceiling space. Clearance from the ceiling is required for proper fire suppression.
- Do not run cords through doorways, walls, ceiling spaces, or elsewhere where they are subject to damage.
- Do not create trip and fall hazards with rugs, boxes, or items on the floor. Especially important for exit routes.

Emergency Preparedness

- Become familiar with the exit routes, exit doors, and exit stairs on your floor *and* from the building. During an emergency, the way you entered the building may not be the safest route out.
- Look for fire alarm pull stations and fire extinguishers, they are located along exit routes, at elevators and stairs, and at exits throughout the building.
- Review the University Emergency Response Plan, which can be found on the Campus Emergency Preparedness web site: <http://www.csuchico.edu/emergencyprep/index.shtml>

While this list does not encompass every safety consideration, we hope this is of assistance to you in establishing your new workspace. Please contact the Department of Environmental Health and Safety at 898-5126 if you have questions or concerns.

Thank you in advance for your contribution to Campus safety!