CrewSigned

Office Safety Toolbox Talk

5-minute read-aloud · Last reviewed November 24, 2026

An office looks safe compared with a job site, but people get hurt in offices every day. Most office injuries come from falls, from lifting and reaching, from bumping into things or getting caught in drawers, and from aches that build up over months at a desk. These are easy to prevent once you notice them.

Falls are the biggest cause of office injuries. People trip over cords running across the floor, open file drawers, boxes, and the edges of rugs. They slip on wet floors near the entrance or the break room. And they fall standing on chairs to reach something high. Keep cords along walls or under desks, not across walkways. Close drawers when you are done with them. Wipe up spills right away. Use a step stool, never a rolling chair, to reach high shelves. Keep your eyes up when walking, not on your phone.

File cabinets can tip over when more than one drawer is open, especially if the top drawers are full and the bottom is empty. Open one drawer at a time, put the heaviest files in the bottom drawers, and anchor tall cabinets and bookshelves to the wall.

Keep exits clear. Hallways, doorways and exit paths must stay open at all times, at least twenty-eight inches wide, with nothing stored in them, even for a day. Exit doors should never be locked from the inside or blocked by boxes. Know two ways out of the building and where we meet after an evacuation.

Watch the electrical setup. Do not plug power strips into other power strips, run cords under rugs, or use space heaters on a power strip. Report cords that are frayed or warm to the touch.

Set up your workstation to fit you. Sit with your back supported and your feet flat on the floor or a footrest. Keep the top of the monitor at or slightly below eye level, about an arm's length away. Keep your wrists straight and your elbows close to your body when you type. Stand up, stretch and look away from the screen every so often.

Lift with care. Boxes of paper are heavier than they look. Get help or a cart for anything heavy.

If something in the office looks unsafe, say so. Small fixes prevent most of these injuries.

Discussion questions

1. What is the worst trip hazard in this office right now?
2. Is anything stored in a hallway, doorway or exit path, and where should it go instead?
3. What one change would make your workstation more comfortable?

OSHA standard

29 CFR 1910.37, Exit routes
https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.37

SOURCES

Emergency Exit Routes Fact Sheet (OSHA): https://www.osha.gov/sites/default/files/publications/emergency-exit-routes-factsheet.pdf
OSHA Computer Workstations eTool: https://www.osha.gov/etools/computer-workstations
NIOSH, Office Environments and Your Safety: https://www.cdc.gov/niosh/office-environment/about/index.html

This talk does not replace training that an OSHA standard requires. Scripts are based on OSHA and NIOSH publications and rewritten in plain language.

Safety Meeting Sign-In Sheet

TOPIC

Office Safety Toolbox Talk

COMPANY

JOB / SITE

DATE

TIME

PRESENTER

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