18 essential safety tips for offices.



Keeping the workplace safe is essential. From preventing accidents to securing sensitive information, these safety tips for offices will help you create a protected and productive environment for your team. Follow our 18 tips.

1. **Consider carpeting.** Certain surfaces can get slippery. If there's marble or tile in your building, especially in an entranceway, laying down heavy industrial mats can help reduce the risk of falls.
2. **Clear the clutter**. All halls, lobbies, and common areas should be neat and tidy. Pick a day of the week to routinely declutter spaces. Encourage team members to clean up clutter and trip hazards as they see them.
3. **Practice safe stacking.** In any storage space, be sure the heaviest boxes are on the bottom. Don't stack anything too tall.
4. **Store a step ladder.** When your employees need something that's out of reach, they usually look for something to stand on. Keep a sturdy step ladder handy so they choose that over a nearby rolling or swiveling chair.
5. **Stock up on first-aid supplies.** Keep a first-aid kit handy and keep it full. We suggest including these 31 items at all times.
6. **Don't plug space heaters into power strips.** Though space heaters aren't recommended, if they are in use, plug them directly into a wall rather than into a power strip. Overloading a power strip can lead to overheating.
7. **Unplug your appliances.** At the end of the day and over the weekend, unplug the things that could pose a fire hazard, like the coffee maker or microwave.
8. **Make space for your sprinkler system**. Remember to keep at least 18 inches of space around each interior sprinkler head just in case.
9. **Find a fire extinguisher on each floor.** Are you prepared to put out fires? Stay safe by storing a fire extinguisher on each floor of your building. Then, make sure all employees know

where they are and how to use them. Conduct periodic drills to keep fire safety top of mind.

10. **Stay secure.** When an employee leaves your company, promptly change your alarm code, passwords, and other sensitive information.
11. **Control the keys.** If you can, limit the number of keys you give to employees. Consider switching to an electronic system so employees only need a key card or passcode to enter.
12. **Encourage strong passwords.** The more complicated a password is, the less likely someone will guess it. When new employees are creating passwords for their computers, give them some of our helpful hints.
13. **Invest in cyber insurance.** What would you do if personal, business, or customer information was compromised? Because cybercrime is on the rise, you may want to consider coverage that could help you recover.
14. **Don't let employees work late alone.** Not everything can get done during normal business hours. When someone needs to work late, encourage a buddy system so no one is alone. If no one else is willing or able to stay, have the employee lock themself in and let someone know when they leave.
15. **Leave (at least a few) interior lights on.** While it's tempting to turn the office lights off at the end of the day, leaving one or two interior lights on signals that someone may still be in the building. It will help make your business less appealing to burglars. Outdoor lighting is also an effective deterrent. Install or increase lighting around your building's perimeter and entrances.
16. **Install security cameras.** In addition to lighting, security cameras reduce the risk of crime and vandalism in offices. Follow our nine tips to find the right cameras for your space.
17. **Promote comfort.** Did you know that bad office ergonomics can cause musculoskeletal disorders? Offer adjustable equipment for in-office or at-home setups so everyone can be accommodated. Another little-known fact? The position of the mouse and keyboard can also play a part. Both should be comfortably within reach while allowing the forearms, hands, and wrists to be parallel to the floor. The mouse should always be beside the keyboard, which means if the keyboard is on a pull-out tray, the mouse should be, too.
18. **Plan an evacuation route.** Consider the possible scenarios, like fires, floods, tornadoes, earthquakes, and even active shooters. Determine what your employees should do in each situation. Then, communicate the plans and practice them.

After implementing these safety tips for offices, see how you can make your space even more secure with a small business insurance policy. Talk to a local, independent agent about your needs and options.

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