

CBS Corporate Safety and Environmental Affairs

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Workplace Safety in the Office

When thinking about dangerous workplaces, a climate-controlled office doesn't usually come to mind. Yet, the Bureau of Labor Statistics reports that tens of thousands of injuries and work-related health problems occur each year in an office setting.

The five most common types of office hazards include:

- Slips, trips and falls cause the majority of injuries in an office. They are the result of spills, wet and uneven floors, exposed cords, loose rugs, and cluttered areas. Good workplace housekeeping can alleviate most of these situations.
- Ergonomic injuries can be caused by the many hours spent at a desk and working on a computer. Many ergonomic issues can be easily resolved with little to no expenditure by properly positioning computer equipment and accessories. CBS Corporate Safety and Environmental Affairs can assist you in that regard.
- Using a computer for the majority of the day can also cause eye strain. To alleviate eyestrain, close the blinds in your office to keep out the sun; adjust the brightness, text size, and contrast settings on your monitor. You should also look away from your computer at least every 20 minutes and gaze at a distant object (at least 20 feet away) for at least 20 seconds.
- On an average day, over 200 fires occur in workplaces. To ensure your safety, familiarize yourself with your location's emergency action plan and the procedures to follow in the event of an emergency situation. Please see the [October 2014 issue](#) of our newsletter on Fire Safety and Prevention.
- Poor indoor air quality can cause headaches, nausea, sinus conditions, and throat irritation. Any incidents of odors, stuffiness, or mold in the workplace should be immediately reported to your supervisor. Please see the [May 2015 issue](#) of our newsletter for additional information.

For additional information on correcting these or any other workplace hazards, please contact David.Templeman@cbs.com.

New OSHA Reporting Procedures

The Occupational Safety and Health Administration has revised the list of industries required to maintain records of workplace injuries and illnesses.

Under these requirements, most CBS locations are exempt, with the following exceptions: all locations in Minnesota; the motion picture and video industries in California; and our publishing business, Simon and Schuster.

In addition to the above revisions, there are new reporting requirements for those locations still required to maintain records.

Next month's issue of the newsletter will address these requirements and the reporting deadlines.