

Ocean Associates, Inc. Illness and Injury Prevention Program

Common Workplace Hazards

OAI is committed to the safety of its employees in the workplace. Because many OAI employees are working at sites that are controlled by OAI's customers rather than by OAI directly, it is more difficult for OAI to observe potential hazards in the customers' areas in which OAI employees are located on a daily basis. OAI relies on its employees in customer facilities to report any potential hazards that an employee notices in his/her workplace. Please report all potential hazards to the customer and to Juleen Savarese at juleensavarese@oceanassoc.com.

To help employees identify potential hazards, OAI has compiled a list of examples. This list is not intended to be exclusive but to assist employees in identifying some of the most common, and most commonly overlooked, workplace hazards. As you review the items, consider not only the normal workday but also an unusual event, such as an earthquake that may trigger a dangerous situation, or the need for a rapid exit due to a fire, or the need to make sure that a fire cannot spread rapidly.

Please check that these items do not present an unsafe situation:

1. Wet or slippery floors
2. Unmarked stairs or with highly variable height
3. Poorly lit stairs
4. Stairs without a sturdy bannister/railing
5. Doorways or isles blocked by furniture, boxes, etc.
6. Locked or blocked exit doors during working hours
7. Unmarked exit doors
8. Low beams or other obstacles across doorways or pathways
9. File cabinets, equipment or bookshelves that easily tip or that support stacks of papers or boxes that could also be a fire hazard.
10. Broken/unstable chairs
11. Insufficient electrical outlets/reliance on power strips
12. Use of extension cords to reach electrical outlets
13. Damaged electrical cords or switches
14. Use of portable space heaters
15. Lack of soap in kitchens and restrooms
16. Unclean restrooms, kitchens or cafeterias
17. Improperly stored chemicals or unsafe handling procedures
18. Improperly or insufficiently ventilated workspaces
19. Broken glass or other sharp objects (metal, wood splinters)
20. Expired fire extinguishers
21. Broken/blocked ceiling sprinklers
22. Storage of heavy or sharp objects that could pose a hazard if they fell.
23. Lack of an understood escape route for each major type of emergency. In many locations, there is one route. In others, the response for an earthquake may differ from that of a fire in the building.

If you have experienced a workplace hazard that is not on this list and you think your colleagues would benefit from knowing about it, please inform Juleen Savarese at juleensavarese@oceanassoc.com and the list can be updated.

Thank you for your care and vigilance.