



## Home Office Safety

### **Reduce risk of slips and trips**

- ◆ Slips and trips aren't always caused by clumsiness.
- ◆ Make sure all throw rugs have non-skid padding.
- ◆ Use handrails and slip-resistant floorings on staircases.

### **Remove clutter**

- ◆ Remove extra household "stuff" in the work area.
- ◆ Neatly store office work supplies and equipment in filing cabinets, see-through plastic bins and desk and closet organizers.
- ◆ Too many improperly stored items can be hazardous. For example, the potential for fire increases with each stack of old documents and papers.
- ◆ Corral computer, printer, scanner, and telephone wires safely out of walking or chair areas.
- ◆ Throw away items you don't need.
- ◆ Replace or repair frayed wires and cords.
- ◆ Feds' home work safety resource:  
[http://www.telework.gov/documents/tw\\_man03/appd\\_j.asp](http://www.telework.gov/documents/tw_man03/appd_j.asp)

