

**PHYSICS DIVISION ESH BULLETIN 2004-01
OFFICES, SAFETY GUIDELINES**

1/5/04

SBMS Subject Area Work Control, Procedure Work Control for Office Environments:

- Group Leaders responsible for ensuring GET training is completed or the Visitors Guide to Radiological Safety pamphlet is read (provided by Visitor Control)
- Group Leaders responsible for addressing any additional hazards

OFFICE SAFETY CHECKLIST

Building _____ Room _____ Signature _____

- ___ Overall condition of office tidy with surplus materials stored safely
- ___ No radiological materials in offices, store rad materials in experimental areas
- ___ Used beam line components, targets, surveyed and green-tagged if stored in office
- ___ Chemical storage minimized - just what is needed to work in the office
- ___ Chemicals bar-coded, associated with a HM Control Area
- ___ Precious metals identified, inventoried, securely stored when not in use
- ___ Electrical cords in good condition, located away from working/walking areas
- ___ No piggybacking extension cords or overloading circuits
- ___ Electrical equipment and appliances grounded (e.g., three-pronged plugs)
- ___ Ensure 18" clearance beneath all sprinkler heads, all ceiling tiles in place
- ___ Ensure minimum 28" egress – measure with cabinet drawers and doors open
- ___ Doors that are not exits marked "No Exit"
- ___ Bookshelves, file cabinets secured to wall if needed to prevent tip over
- ___ Ladders or stepstools used as appropriate to reach items on high shelves
- ___ Glass windows on office doors should not be covered or frosted
- ___ Coffee pots must have timers
- ___ No toasters, toaster ovens or other infrared heating devices. Microwaves O.K.
- ___ Fridges labeled "Food Use Only." Proper storage/cleanup of food (ants)
- ___ Noise levels acceptable
- ___ Ergonomically correct keyboard, desk, chair and monitor.
- ___ Chair casters appropriate, floor mat used as needed for asbestos floor tiles
- ___ Emergency stickers on phones with office number and phone number listed
- ___ Emergency PA can be heard in office
- ___ Door locks updated as appropriate
- ___ Report slippery or uneven floor surfaces, damaged floor tiles
- ___ Report damaged pipe insulation
- ___ Report problems with poor lighting
- ___ Report problems with poor ventilation, thermal comfort, indoor air quality
- ___ Report damaged or missing ceiling tiles

Report ESH&Q concerns or questions to Sandra Kennedy or Steve Withrow

Report facility condition concerns or questions to Richard Bowman or Gerald Mills

ADDITIONAL HAZARDS IN SOME OFFICES

Portable Space Heaters

Space heaters must be UL-listed. Space heaters must have automatic shut-off devices that will actuate if the heater tips over. Space heaters must be plugged directly into a wall receptacle. Space heaters must be located at least 3 feet from combustible material.

Torchiere lamps

Halogen torchiere lamps can use a lot of electricity, and sometimes pose an extreme fire hazard. Most torchiere floor lamps use halogen bulbs that burn at temperatures exceeding 1,200 degrees F, hot enough to fry an egg in 30 seconds! This is well above the combustion temperatures for paper, wood and fabric, which range from 350-500 degrees F. The Consumer Products Safety Commission has attributed at least 31 deaths, 114 injuries and at least 350 fires resulting in \$2 million in property damage to these lamps. Energy Star® labeled torchiere floor lamps use compact fluorescent bulbs that burn much cooler, last 5 times longer and use 80% less energy. For example, an Energy Star torchiere uses a 55 watt fluorescent bulb which give the same amount of light as a 200 watt halogen bulb.

Incidental Soldering

Soldering should be done on a clean, uncluttered workspace, not on your desk. Do not eat where you solder. Minimize combustibles. Safety glasses should be worn when soldering. Wearing contact lenses while soldering may cause irritation as the fumes can get under the lenses. Soldering should be done in well-ventilated areas. A small fan works well. (For extra protection, consider the Edsyn Fuminator Bench Top Fume Extractor Fan #FXF11 about \$120.) The major hazards of soldering are heat, fumes, and the lead content of the solder. The soldering iron or gun will have a temperature range of 360 to 650 degrees Fahrenheit. This can cause severe localized burns if handled improperly. The molten metal can also be a potential hazard. The fumes produced during the soldering process can be a health hazard depending on what materials caused the fumes. Some materials used as insulation around conductors, when subjected to high heat, will produce toxic fumes. When the soldering task has been completed, you should wash your hands thoroughly with soap and water.