

# Administrative Professional



## Required PPE

N/A

[Click here to view Required/Recommended Safety Trainings](#)

Work Duties	Hazards	Recommendations
Walking in offices and buildings (including halls and stairs)	Slips, trips and falls	Ensure all walking and working surfaces have been properly maintained, properly lit, are free of debris and remove potential tripping hazards. Use handrails when using stairs.
Heavy lifting and reaching	Overexertion, strains and sprains	Use proper lifting techniques. Use step ladders when lifting objects above shoulder height. Get help when lifting heavy objects need to be lifted.
Computer workstation	Muscle-skeletal disorders, eye/body strain and fatigue	Ensure workstation is ergonomically correct for the person using the workstation.
Using office equipment	Electrocution, electrical shock, cuts, bruising and miscellaneous injuries	Ensure all electrical equipment is properly grounded (i.e. three prong electrical plugs) and in proper working order before using. Strictly follow all manufactures precautions and recommendations. Ensure all doors and drawers are fully secured. Do not overload shelves.