



# OFFICE SPACE

## Safety Guide

Financial Services

4

Key Benefits

16

Control Measures

3

Checklist Items

## KEY BENEFITS

### Employee Wellbeing

Protects employee health and wellbeing.

### Information Security

Maintains physical security for sensitive data.

### Productivity

Enhances productivity through safe work environments.

### Compliance

Ensures compliance with workplace safety regulations.

**KEY HAZARDS & CONTROL MEASURES****Fire Hazards**

- ✓ Fire detection systems
- ✓ Evacuation procedures
- ✓ Fire extinguishers maintained
- ✓ Regular fire drills

**Unauthorized Access**

- ✓ Access control systems
- ✓ CCTV monitoring
- ✓ Visitor management
- ✓ Security personnel

**Ergonomic Injuries**

- ✓ Ergonomic workstations
- ✓ Posture training
- ✓ Adjustable furniture
- ✓ Regular breaks

**Slips, Trips, and Falls**

- ✓ Clear walkways
- ✓ Adequate lighting
- ✓ Cable management
- ✓ Non-slip surfaces



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