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## **DANGEROUS FURNITURE**

Simple office furniture is frequently involved in accidents that result in injury to employees, volunteers and others. Sometimes this is because the furniture is used improperly (such as when someone stands on a chair – especially a rolling chair! -- to reach something), but very often it is because the furniture has been damaged, or simply not been maintained or replaced when it should have been.

Here are some simple checks you can make in a matter of minutes to be sure that the furniture is in good condition.

### **Desk and Chair**

1. Are desks and desk drawers free of broken or jagged edges or corners?
2. Are desk drawers working properly, and are safety stops working to prevent drawers from being pulled completely out of desks? Test the drawers to be sure. Gently.
3. Are chair casters secure, free of breaks, working properly and rolling freely?
4. Does the chair roll properly on the floor surface, pad, carpet?
5. Are chair legs, backs, and arms secure?
6. Are chair arms and upholstered areas free of tears, sharp edges?
7. Are chairs' tilt control and other adjustment features working?

### **Tables**

1. Are tables stable, leveled, legs secure?
2. Are table edges and corners free of breaks and jagged edges?
3. Is all table top or desk top equipment (computers, keyboards, printers, etc.) secured, stable, not able to slide?