

EMPLOYEE TRAINING RECORD		
TRAINING TITLE	Office Safety - File Cabinets	
KEY TEACHING POINTS		
<ul style="list-style-type: none"> <li>• Place cabinets so that drawers do not open into aisles.</li> <li>• Close cabinet drawers when not in use</li> <li>• Do not open more than one drawer at a time</li> <li>• Load cabinets starting from the bottom for stability</li> <li>• Secure cabinets to wall or floor</li> <li>• Use handles to close drawers to avoid catching fingers</li> <li>• Avoid overfilling cabinets to prevent paper and staple cuts.</li> <li>• Do not keep heavy objects on top of tall filing cabinets</li> <li>• Use a proper ladder or step stool to reach high places. Do not use a box, desk or rolling chair.</li> </ul>		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1. Close drawers when not in use.		
2. Use handles to close drawers to avoid catching fingers.		
3. Standing on a desk is OK to reach high places.		
4. Avoid overfilling cabinets to prevent paper and staple cuts.		
5. To reduce back injuries, load file cabinets from the top first.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True 2. True 3. False 4. True 5. False
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