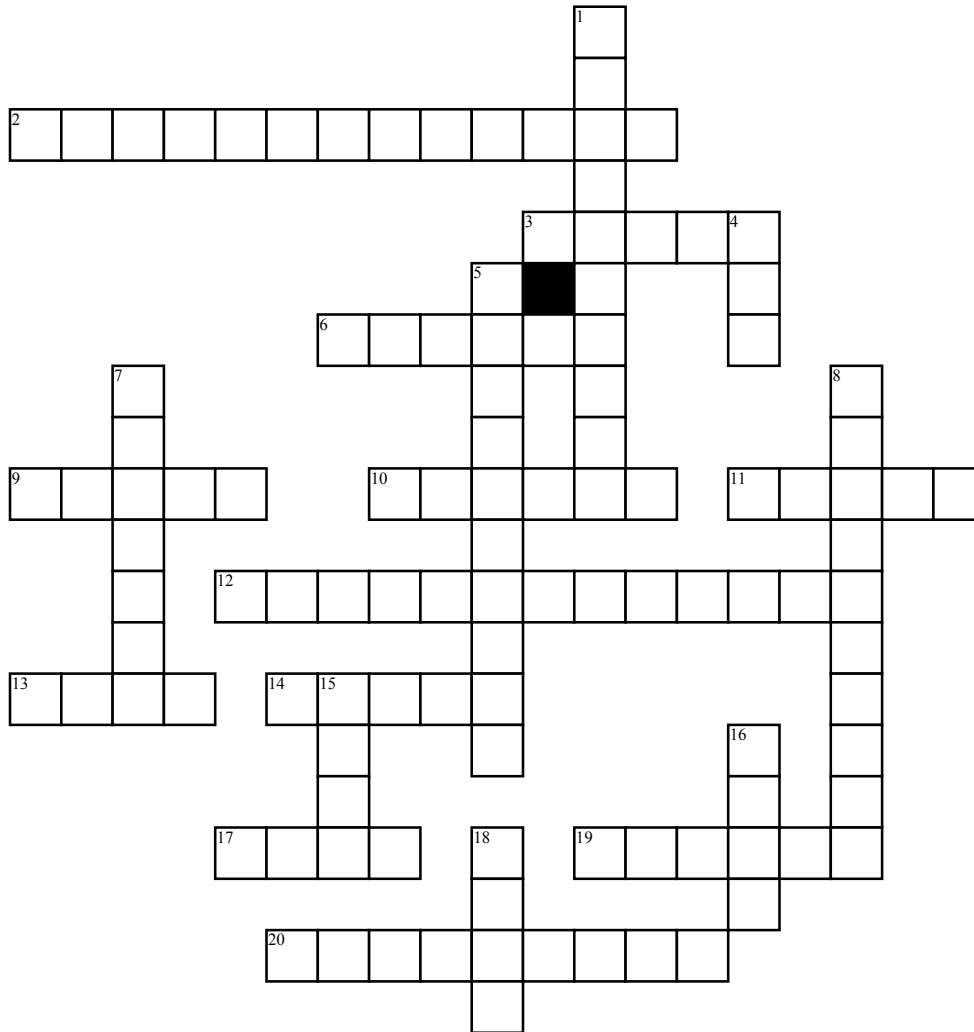


# Office and Computer Safety



**Across**

- 2. Do not stand on \_\_\_\_\_ to reach things.
- 3. \_\_\_\_\_ affects your computer when downloading software.
- 6. \_\_\_\_\_ log off your computer before leaving.
- 9. Make sure all your \_\_\_\_\_ are not tangled up.
- 10. You should always create a \_\_\_\_\_ password.
- 11. Do not \_\_\_\_\_ the fire exit.

- 12. You can slip by wearing \_\_\_\_\_ shoes.
- 13. Your \_\_\_\_\_ should be on the floor.
- 14. You have to keep your work area \_\_\_\_\_.
- 17. If you've been on the screen too long you should give your eyes a \_\_\_\_\_.
- 19. Clean up or report \_\_\_\_\_.
- 20. A spill should have a wet \_\_\_\_\_.

- 4. \_\_\_\_\_ in your seat the correct way.
- 5. You should never \_\_\_\_\_ around your computer.
- 7. You should report anything that look \_\_\_\_\_.
- 8. Keep up with your office and safety \_\_\_\_\_.
- 15. You should lift with your \_\_\_\_\_ not back.
- 16. Remember to \_\_\_\_\_ not run.
- 18. We should handle all equipment with \_\_\_\_\_.

**Down**

- 1. Before downloading things ask for \_\_\_\_\_.

**Word Bank**

- |         |               |        |                |            |
|---------|---------------|--------|----------------|------------|
| clean   | inappropriate | Virus  | procedures     | floor sign |
| legs    | spills        | feet   | rolling chairs | Sit        |
| strong  | eat or drink  | cords  | rest           | walk       |
| strange | block         | Always | permission     | care       |