



A Complete Safety Guide for Workplaces & Corporate Teams

Offices and corporate workplaces may not look “dangerous,” but safety issues still happen every day. Slips and falls, medical emergencies, chemical exposure from cleaning products, and even fire or severe weather situations can affect any office, campus, or facility.

In this guide, we walk through the core elements that help corporate teams stay organized, compliant, and prepared.



1. What OSHA Actually Expects From Corporate Workplaces

Many corporate teams assume OSHA regulations mainly apply to industrial environments. In reality, most offices and corporate facilities are still subject to OSHA's General Duty Clause, which requires employers to provide a workplace free from recognized hazards.

For corporate environments, that typically includes these topics→

The goal is not to overwhelm your team with regulations. It is to ensure your workplace has the basics covered and documented.



A written **Emergency Action Plan** outlining evacuation and reporting procedures

Proper hazard communication if chemicals are present (even cleaning products)

Injury and illness **recordkeeping**, depending on company size

Accessible **first aid supplies**

Safe egress, fire prevention measures, and **clear** exit pathways

2. Medical Emergencies in the Workplace

Cardiac emergencies, fainting episodes, choking incidents, allergic reactions, and slips and falls are some of the most common events we see in workplaces.

Prepared corporate teams typically have:



AEDs placed in visible, accessible locations



First aid kits on each floor or department



Staff members trained in CPR and First Aid



Clear internal communication steps for contacting EMS

OSHA recommends having trained first aid and CPR responders in workplaces, even when it is not strictly required.

3. The Part Most Companies Miss: Keeping It Organized

In many corporate environments, the biggest challenge is not awareness. It is the follow-through. Over time, programs drift. Certifications expire. Emergency plans sit in a folder untouched. New hires are never added to training schedules. An effective workplace safety program includes:

- ✓ Tracking CPR and First Aid certifications
- ✓ Scheduling refresher training before expiration
- ✓ Inspecting AED pads and batteries
- ✓ Reviewing emergency procedures annually
- ✓ Maintaining injury logs where required

What makes a safety program effective isn't how complex it is, but how well it's kept up over time.



4. Building a Workplace Program That Fits Your Team

In corporate settings, risk is less about heavy machinery and more about coordination. The real challenge is making sure policies, equipment, and training stay aligned as your team grows. The key is aligning:

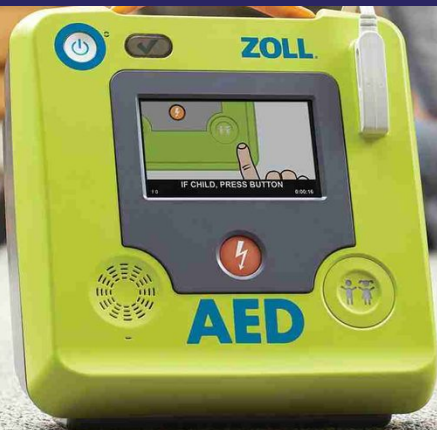
The number and placement of AEDs

The number of **trained staff** per shift or floor

Your **emergency action** procedures

Your **inspection and documentation** process

If you are reviewing your current safety procedures or want to strengthen your preparedness plan, our team can help you organize a system that supports your employees and meets workplace expectations.



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