**Report Style Formatting**

**Directions:** Key the following report using MLA standards. Use current date. A footer is not necessary because your name should be in the header and the top line of the document.

Smith 1

Julie Smith

Edna Renick

Administrative Support

Current Date

Office Safety

Making the office a safe workplace will benefit employees as well as the company; therefore, office safety should be part of basic office training. The following topics should be covered as they are the leading reason for missed work days.

Falls, Slips, and Trips

Employees should avoid activities that may cause them to fall, slip, or trip. When an employee needs to reach something that is higher than their head they should use a ladder and never stand on a chair or desk. It is very important that they watch where they are walking and refrain from distractions such as reading.

Lifting

Everyone should remember to bend their knees when picking up heavy items and avoid twisting motions when standing. An important point to remember, if the item is too heavy--ask another employee for assistance.