

OFFICE SAFETY INSPECTION CHECKLIST

(Should be able to answer yes to the following where applicable)

General Safety

YES NO

- Are aisles, doorways, and corners free of obstructions to permit visibility and movement?..... [] []
- Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?..... [] []
- Do file drawers open and close easily? [] []
- Do chairs have any loose casters? Are all rungs and legs sturdy?..... [] []
- Are there any sharp edges, points, burrs, or splinters on furniture?..... [] []
- Are all fans adequately guarded?..... [] []
- Are all tools in their proper places?..... [] []
- Are sharp tools such as scissors and razor blades stored point/blade down?..... [] []
- Are materials stored in plastic or metal containers when possible, with tight-fitting lids?..... [] []
- If your office is equipped with storage cabinets, are heavy items stored in lower and middle shelves? Are bottled materials within easy reach?..... [] []
- Are small, loose items boxed and labeled?..... [] []
- Are floor surfaces clean? Dry? Free of debris or tools?... [] []
- Are carpets well secured? Free of worn or frayed seams?.. [] []
- Are all emergency exits adequately lighted and free of storage or debris?..... [] []
- Is there adequate walking space approaching exits?..... [] []
- Where stairs are carpeted, is the carpeting well secured?. [] []
- Is your office equipped with a stepstool or ladder for employees to safely reach high objects?..... [] []

Electrical Safety

- Are there any exposed live electrical equipment, e.g., switch/receptacle plates missing, frayed wires, etc..... [] []
- Are all electrical appliances and equipment properly grounded or double insulated? Check with the building 1st LT to be sure outlet boxes are properly grounded..... [] []
- Is all electrical equipment in good working condition?.... [] []
- Are phone lines, electrical cords, and extension wires secured under desk or alongside baseboards?..... [] []
- When cords do run into walkways, are they covered by runners or cord protectors?..... [] []
- If there are coffee makers, space heaters, radios, or other personal items in your office, are you sure the building's electrical circuit system can handle them? (Check with the building 1st Lt or contact Safety)..... [] []
- Is there a minimum of 3 feet unobstructed access to electrical breaker panels?(not blocked)..... [] []

Office Ergonomics

- Is office furniture and computer layout ergonomically designed to properly fit user?..... [] []
- Are desk chairs fully adjustable, i.e. seat, seatback and armrest height and angle? [] []
- Do chairs properly fit the user to provide support the legs and lumbar (lower back) area? [] []
- Are computer workstations situated in a manner that allows the user to work at a neutral position without turning or twisting? [] []
- Are frequent telephone users provided with receiver shoulder rests or headsets? [] []
- Are glare shields or louvered fluorescent lighting covers utilized to prevent eyestrain? [] []
- Are keyboards and mouse devices positioned to provide level support for the arms and wrists? [] []
- Are hand-trucks or a two person rule used to lift and/or move heavy boxes? [] []
- Do employees take frequent stretch breaks to prevent repetitive strain to the back, shoulders, neck, hands and wrists? [] []

Remarks _____

