

# Office Safety Inspection Checklist

- The scope of this safety inspection form is designed to assist office personnel in identifying unsafe conditions.
- The checklist is to be completed at the beginning of each semester as directed by the district's policy.
- Please complete this form and forward the original to the Site/Department Supervisor.
- Keep a copy for 1 year plus the current year.
- Follow-up on the status of corrective actions and work orders monthly.
- List each item requiring correction in the REMARKS section and IDENTIFY THE AREA, BUILDING, AND ROOM IN EACH CASE.

Inspector	Date	Location/Area
	Circle One	Comments
1. Desk and file drawers are closed immediately after use.	Y N n/a	
2. File cabinets, storage cabinets, bookshelves and other items over 5 feet in height are properly anchored	Y N n/a	
3. Extension cords, phone cords, and cables are properly routed or covered to avoid trip and fall hazards	Y N n/a	
4. A maximum of one power strip per electrical receptacle is used	Y N n/a	
5. Aisles, walkways, and work areas are free of trip and fall hazards (i.e. torn carpets, turned up edges of door mats, boxes etc.)	Y N n/a	
6. Exit paths are free of boxes/materials at all times	Y N n/a	
7. All work areas are adequately illuminated	Y N n/a	
8. Storage and equipment rooms are neat and orderly	Y N n/a	
9. Work and storage areas are free of improper storage (e.g., heavy, high and/or unstable storage)	Y N n/a	
10. Stairways are free of obstructions and have a non-slip tread	Y N n/a	
11. 36" clearance is maintained in front of all electrical panels	Y N n/a	
12. Step stools or ladders are readily available for reaching high places.	Y N n/a	
13. The tension on the paper cutter blade is adjusted to prevent the blade from free falling.	Y N n/a	
14. Material Safety Data Sheets are available for all hazardous materials used by employees (i.e., ditto fluid)	Y N n/a	

15. Employees who are responsible for performing first aid have been trained in blood borne pathogen prevention annually.	Y N n/a	
16. The alarm and intercom systems are operable.	Y N n/a	
17. Portable fire extinguishers are adequate, charged, pins secure, mounted and tags current	Y N n/a	
18. Fire extinguishers are accessible (i.e., unblocked)	Y N n/a	
19. Duplicating fluid is stored in a cabinet away from heat producing sources.	Y N n/a	
20. Employees are trained annually in the use of fire extinguishers.	Y N n/a	
21. Electrical cords and plugs are in good condition (i.e., not frayed, taped, spliced, or ground prong missing).	Y N n/a	
22. Electrical receptacles are in good working condition	Y N n/a	
23. Computer workstations are ergonomically correct (document holders, wrist rests etc.)	Y N n/a	
24. Hand trucks, dollies, or carts are available and used for handling bulk mail and supplies	Y N n/a	
25. The first aid room is equipped with red biohazardous waste bags	Y N n/a	
26. The first aid room is equipped with sharp container	Y N n/a	
27. Gloves and one-way valve resuscitators are available to employees performing first aid and CPR	Y N n/a	
28. The Preferred Provider list poster and Workers' Compensation Benefits poster is posted in the staff lounge(s) on the certificated and classified bulletin boards	Y N n/a	
29. Employees have been instructed in proper lifting techniques	Y N n/a	
30. Employees who provide first aid to students have been certified in first aid	Y N n/a	
31. All office employees have had office ergonomic training within the last two years	Y N n/a	
32. Do chairs have any loose casters? Are all rungs and legs sturdy?	Y N n/a Y N n/a	
33. Are there any sharp edges, points, burns, or splinters on furniture	Y N n/a	
34. Are all fans adequately guarded?	Y N n/a	
35. Are all tools in their proper places?	Y N n/a	
36. Are sharp tools such as scissors and razor blades stored point/blade down?	Y N n/a	
37. Are storage cabinets organized such that heavy items are stored in the lower and middle shelves?	Y N n/a	
38. Are bolted materials within easy reach?	Y N n/a	
39. Are floor surfaces clean? Dry? Free of Debris or tools?	Y N n/a	
40. Is there adequate walking space approaching exits?	Y N n/a	
41. Is all electrical equipment in good working condition?	Y N n/a	
42. Are personal appliances such as space heaters or coffee makers compliant with the buildings electrical circuit system?	Y N n/a	

## **Safety Survey Checklist Instructions and Information–Office Area**

**The information below includes a detailed description pertaining to corresponding items listed in the Safety Survey Checklist for Office Area inspection form. Please refer to the items below as needed while performing the safety survey. All requirements listed within each item must be in compliance. List reasons for non-compliance in the applicable comments section on the inspection form.**

### **GENERAL SAFETY**

1. Employee health and safety information includes: Emergency evacuation routes (posted in main egress corridors), Notice to Employees-Injuries Caused By Work posting, and emergency procedures.
2. Clearance is maintained for walkways and includes main egress hallways (36") and aisles (24"). Floors are in a secure, safe, and unobstructed condition free from slipping and tripping hazards to allow for a quick exit. Materials are not stored in corridors, exits, hallways and stairwells. Electric cords, telephone, and computer cables are secured.
3. Adequate lighting is provided and maintained for a safe working environment.
4. First aid kits are available and stocked at all times. Employees are informed about the location of the first aid kits.
5. Cabinets and shelves above 48" are seismically restrained (braced or fastened). Lips/restraints or doors are used on storage shelves. There is no unsafe or high overhead storage.
6. Heaviest material is stored in bottom drawers of file cabinets. File and desk drawers open and close easily. Furniture and fixtures are free of sharp edges. Office equipment, tables, chairs, etc. are in good condition. Employees are trained for safe use of office equipment and materials.
7. All stepstools and stepladders are in good working condition at all times for safe use, including safety tread is present on all stepstools and stepladders.
8. Good housekeeping is maintained, including storage and work areas are free of clutter, clean, and orderly.
9. Employees are aware of health and safety requirements, including the Violence-Free Workplace Policy. Employees acknowledge and understand to report safety and security-related concerns to their supervisor.

### **FIRE AND LIFE SAFETY**

1. Exits are clearly marked. All exit doors and egress pathways leading to them are unobstructed with at least 36" clearance.
2. All emergency equipment (i.e. pull stations, sprinkler heads) has a clear, unobstructed path, and is easily accessible. Materials are stored at least 2 feet below the ceiling in non-sprinklered areas and at least 18 inches below sprinkler head deflectors in sprinklered areas.
3. Fire doors are unobstructed, closed, and no doorstoppers or wedges are being used to keep them open.
4. Fire extinguishers are available, visible, accessible, in good condition, certified annually, and inspected monthly. Fire extinguishers are wall-mounted in their designated locations with intact tamper seals and location signs in place, if needed for visibility.
5. Fire alarm audiovisual devices are easily seen, free of obstruction, and functioning properly.
6. The no smoking policy is enforced and employees are not permitted to smoke within 20 feet of the building.
7. Employees are trained in emergency evacuation, how to report a fire or other emergency, and how to use a fire extinguisher. Employees participate in evacuation drills.
8. The maximum allowable height for partitions is 60 inches.

### **ELECTRICAL SAFETY**

1. Electrical items including: switches, appliances, outlets, plugs, and cords are in safe working condition (cords are not frayed).
  2. Multiple electrical cords are tied to circuit breakers/power strips. Only UL approved power strips or cube adapters with circuit breakers are used. Electrical cords are grounded (3 pronged type). No plug adapters or extension cords (approved for temporary use only) are used. Electrical cords are properly secured (wrapped or tied together), secured to wall (not hanging), not situated under mats or in aisle ways or in any other way so they are a physical hazard. Power strips are plugged directly into approved electrical outlets.
  3. Electrical and circuit breaker panels have a minimum of 36" unobstructed access (not blocked). Panel doors are kept closed and latched.
-