**OFFICE SAFETY CHECKLIST**

**NAME:              \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
**LOCATION:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
**DATE:               \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHECK:**

 **YES      NO (Corrective Action must be done if you checked no)**

**EMERGENCY PREPAREDNESS**

\_\_\_\_    \_\_\_\_   1**.** Are fire extinguishers located in an easily accessible location and are they properly maintained with 18” clearance?
\_\_\_\_    \_\_\_\_   2. Is your evacuation route clearly posted and up to date?
\_\_\_\_    \_\_\_\_   3. Are fire exits properly marked and are exit lights are working?
\_\_\_\_    \_\_\_\_   4. Has trash and excess paper been removed or recycled?
\_\_\_\_    \_\_\_\_   5. Are fire sprinkler heads free from any obstructions or objects?
\_\_\_\_    \_\_\_\_   6. Have you had an evacuation drill?
\_\_\_\_    \_\_\_\_   7. Have you had your annual earthquake drill?
\_\_\_\_    \_\_\_\_   8. Do your employees have knowledge about your evacuation plan?
\_\_\_\_    \_\_\_\_   9. Is your emergency plan located in a secure place?
\_\_\_\_    \_\_\_\_   10. Does every employee have a copy of your emergency action handbook or its equivalent?
\_\_\_\_    \_\_\_\_   11. Are emergency phone numbers posted visibly or are they on the phone?
\_\_\_\_    \_\_\_\_   12. Are alarm stations at an 18” clearance in front of the station?

                           **EXITS AND AISLES**

\_\_\_\_    \_\_\_\_   1. Are stairways and aisles free of hazards and ignitable materials?
\_\_\_\_    \_\_\_\_   2. Is there adequate housekeeping in the office?
\_\_\_\_    \_\_\_\_   3. Is there enough unobstructed interior space in every cubicle (ie. minimum of 36”)?
\_\_\_\_    \_\_\_\_   4. Are floor surfaces or carpets in good condition and not worn out?
\_\_\_\_    \_\_\_\_   5. Are your exit doors clear of obstruction and are they unlocked?
\_\_\_\_    \_\_\_\_   6. Are fire doors kept closed?
\_\_\_\_    \_\_\_\_   7. Are stair handrails available and in good condition?
\_\_\_\_    \_\_\_\_   8. Are ramps in good condition and do they have a non-slip surface?
\_\_\_\_    \_\_\_\_   9. Is lighting properly installed in aisles, stairways and halls?

                           **ELECTRICAL**

\_\_\_\_    \_\_\_\_   1. Are the extension cord 3 pronged/circuit breakers shut off?
\_\_\_\_    \_\_\_\_   2. Are your extension cords or power strips not coupled?
\_\_\_\_    \_\_\_\_   3. Are there no universal adapters in use?
\_\_\_\_    \_\_\_\_   4. Are power cords in good condition?
\_\_\_\_    \_\_\_\_   5. Are plugs and wall outlets in good condition, and do all outlets have three wires and are they properly installed?
\_\_\_\_    \_\_\_\_   6. Are circuits free from being overloaded?
\_\_\_\_    \_\_\_\_   7. Are household grade appliances not in use?
\_\_\_\_    \_\_\_\_   8. Are wires or cords free from being stepped on, and are they not under carpets or under any other objects?
\_\_\_\_    \_\_\_\_   9. Are electric heaters inspected on a regular basis and do they meet SFM requirements?
\_\_\_\_    \_\_\_\_   10. Are radios, personal lamps etc free from modifications and are they in good condition?
\_\_\_\_    \_\_\_\_   11. Do electrical panel/circuit breaker boxes have 30” of free space across the face of the panel?
\_\_\_\_    \_\_\_\_   12. Are extension cords being used only for temporary power and not being used on vending machines, coffee makers, refrigerators or microwaves?

                           **CABINETS AND SHELVES**

\_\_\_\_    \_\_\_\_   1. Are shelves properly loaded?
\_\_\_\_    \_\_\_\_   2. Are heavy storage shelves stable and in good condition?
\_\_\_\_    \_\_\_\_   3. Have you checked if there are any exposed sharp corners?
\_\_\_\_    \_\_\_\_   4. Are objects placed on shelves easily accessible?
\_\_\_\_    \_\_\_\_   5. Is there a safe step stool for safe access to top shelves?
\_\_\_\_    \_\_\_\_   6. Are file cabinet drawers equipped with a latch?
\_\_\_\_    \_\_\_\_   7. Are vertical file cabinets equipped with a safety lock?
\_\_\_\_    \_\_\_\_   8. Are file drawers prevented from going into traffic flow?
\_\_\_\_    \_\_\_\_   9. Have you checked for possible overloaded drawers or unbalanced loading?
\_\_\_\_    \_\_\_\_   10. Are all cabinets and drawers kept closed?

                           **OFFICE EQUIPMENT**

\_\_\_\_    \_\_\_\_   1. Do work stations have proper ergonomic working arrangement?
\_\_\_\_    \_\_\_\_   2. Is your chair base a 5 point design?
\_\_\_\_    \_\_\_\_   3. Is the construction of the chair appropriate?
\_\_\_\_    \_\_\_\_   4. Does the conference room have a sturdy seating with a stable base?
\_\_\_\_    \_\_\_\_   5. Are fans properly installed and secured to avoid from falling?
\_\_\_\_    \_\_\_\_   6. Are paper cutters in good condition and do they have a functioning blade latch?
\_\_\_\_    \_\_\_\_   7. Are paper shredders inspected regularly and in good condition?

**GENERAL**

\_\_\_\_    \_\_\_\_   1. Is there an OSHA guideline posted?
\_\_\_\_    \_\_\_\_   2. Have you checked for availability of material safety data sheets?
\_\_\_\_    \_\_\_\_   3. Is there a quarterly or monthly meeting for the safety committee?
\_\_\_\_    \_\_\_\_   4. Are the safety committee memos distributed via email or are they posted?
\_\_\_\_    \_\_\_\_   5. Is there adequate supply in the first aid kits?

                           **SPECIALIZED INDUSTRIAL / MECHANICAL**

\_\_\_\_    \_\_\_\_   1. Are personnel properly trained and is there an operating procedure established?
\_\_\_\_    \_\_\_\_   2. Does equipment have a caution/warning sign posted on it?
\_\_\_\_    \_\_\_\_   3. Is scheduled maintenance followed regularly?
\_\_\_\_    \_\_\_\_   4. Are operators who are performing the maintenance properly trained in locking out the equipment?
\_\_\_\_    \_\_\_\_   5. Have you already completed the personal protective equipment hazard
assessment (DHS 2204)?
\_\_\_\_    \_\_\_\_   6. Is eye protection used/worn by the user?
\_\_\_\_    \_\_\_\_   7. Have you checked if the machine’s moving parts are secured?

                           **SECURITY**

\_\_\_\_    \_\_\_\_   1. Is there proper control for public access?
\_\_\_\_    \_\_\_\_   2. Is there a “Threat Dealing” section in your emergency action handbook?
\_\_\_\_    \_\_\_\_   3. Have you developed an interview room security procedures?
\_\_\_\_    \_\_\_\_   4. Have you developed a check-in or other procedure for staff who work while out of the office?

 **COMMENTS**