

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

