

Office Safety Checklist

General Safety	Yes	No
Is housekeeping and sanitation adequate throughout the office?		
Are all office areas provided with adequate lighting and ventilation?		
Are all outside areas and parking lots properly maintained and do they have adequate illumination?		
Documentation		
Are OSHA and other required posters prominently displayed?		
Are all accidents reported to HR/Personnel in a timely manner?		
Have Supervisors investigated all accidents and distributed corresponding reports?		
Is the OSHA log being maintained, summary posted Feb.-Apr., and is it kept for five years?		
Is the safety program properly filed and reviewed for revisions?		
First Aid		
Are a sufficient number of currently trained attendants available at all times?		
Are responders certified in First Aid, CPR, and Bloodborne Pathogens?		
Are first aid supplies inventoried and replenished as needed?		
Means of Egress		
Are the required exits clearly evident and marked with illuminated signage?		
Do the exit doors swing outward to accommodate for traffic flow?		
Are all illuminated exit signs and emergency lights working properly?		
Are all exits and exitways unobstructed, ready for immediate use?		
Are all emergency action plans and procedures reviewed regularly?		
Are evacuation routes up-to-date and clearly posted?		
Date of last evacuation drill:		
Fire Protection		
Are the proper class fire extinguishers available and visually checked every month?		
Are all extinguishers wall mounted, unobstructed (18" clearance), readily available?		
Is annual service performed on all extinguishers and are date tags attached?		
Have an adequate number of staff member been properly trained for extinguisher use?		
Walking and Working Surfaces		
Are all floors relatively smooth and free of tripping hazards?		
Are steps, ramps, and handrails maintained in good repair?		
Are all corridors, walkways, and aisles maintained and free of obstructions?		

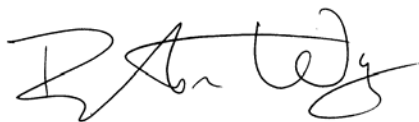
Electrical		
Is all electrical equipment maintained in good working order?		
Are all electrical cords free of frayed areas, splices, or other worn conditions?		
Do all outlets and switches have cover plates to prevent accidental contact?		
No electrical cords are running over/under walls or through doorways, etc?		
Are all circuits properly identified in breaker/fuse panel boxes?		
Are breakers or fuse panel boxes readily accessible in emergencies and are unobstructed (at least 30" free space)?		
Is all electrical equipment grounded or double-insulated type?		
Are wall outlets/power strips overloaded (piggy backed) with too many electrical devices?		
Are Ground Fault Circuit Interrupters (GFCI) present?		
Equipment, Furniture, and Fixtures		
Are all office furniture (chairs, desks, tables, etc.) in safe, useable condition?		
Are all cabinets and shelves properly loaded?		
Hazardous Materials and Storage		
Is proper separation and appropriate storage (i.e. flammable cabinets) for hazardous materials available?		
Are current Material Safety Data Sheets (MSDS) easily available?		

OBSERVATIONS during the walk-around inspection:

	Yes	No
1.		
2.		
3.		
4.		
5.		

Note: This checklist is a limited evaluation of the employer's operations with respect to OSHA requirements. Because of its limited scope, this assessment should not be construed as an accurate representation of the employer's compliance with OSHA and EPA regulations.

Thank you for allowing Safex to provide you with this limited checklist. If you have any questions or would like a proposal for safety, industrial hygiene or environmental support, please feel free to contact me.



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