

**Safety Inspection Checklist: Offices**

The Safety Committee has developed this form to assist Lane Staff in identifying, and when necessary, correcting safety hazards. OSHA requires workplace inspections to be done quarterly in a calendar year.

 **Please send completed formto:  *Dawn Barth, Risk Management.***

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| **Completed by**:  | **Phone**: | **Date:** |
| **Building / Area(s):** |

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| **General Work Environment** | **yes** | **no** | **Explain “no” answers; other comments**  |
| 1. Is the Employee Emergency Plan in an obvious location where it can readily be used? | [ ]  | [ ]  |  |
| 2. Is good housekeeping practiced (clutter minimized, no rotting food that may attract pests)? | [ ]  | [ ]  |  |
| 3. Are materials stored in a manner to prevent sprain or strain injuries to employees when retrieving them? | [ ]  | [ ]  |  |
| 4. Is the office clear of signs of water leaks or water damage, i.e. stained ceiling tiles? | [ ]  | [ ]  |  |
| 5. Are wall vents kept unblocked? | [ ]  | [ ]  |  |
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| **Earthquake Safety** | **yes** | **no** | **Explain “no” answers; other comments**  |
| 1. Are heavy objects stored on low shelves, so as to prevent injury in case they fall during an earthquake? | [ ]  | [ ]  |  |
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| **Walkway & Exit / Egress** | **yes** | **no** | **Explain “no” answers; other comments**  |
| 1. Is the walking area kept clear of obstacles? | [ ]  | [ ]  |  |
| 2. Is passage to the door kept free of obstruction for easy access in case of emergency? | [ ]  | [ ]  |  |
| 3. Are power cords kept out of the walkway and routed along the wall to avoid trip hazard? | [ ]  | [ ]  |  |
| 4. Are materials or equipment stored in a way so sharp objects do not obstruct the walkway? | [ ]  | [ ]  |  |
| 5. Is flooring in good condition with no loose tiles, broken grates, loose carpet, or other tripping hazards? | [ ]  | [ ]  |  |
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| **Electrical Safety** | **yes** | **no** | **Explain “no” answers; other comments** |
| 1. Are all electrical cords in good condition with no fraying, no exposed wire, no deteriorated insulation, and no missing grounding prong? | [ ]  | [ ]  |  |
| 2. Are extension cords used only temporarily. (If in place, they must be noted and removed by date of next inspection; long-term use is NOT allowed.) | [ ]  | [ ]  |  |
| 3. Are power strips connected directly into wall (NOT into another power strip)? | [ ]  | [ ]  |  |
| 4. Is equipment like a refrigerator, microwave oven, space heater plugged directly into the wall (NO extension cord or power strip is used)? | [ ]  | [ ]  |  |
| 5. Are all electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates? | [ ]  | [ ]  |  |
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| **Fire Protection** | **yes** | **no** | **Explain “no” answers; other comments**  |
| 1. Are materials stored 24" from ceiling in non-sprinklered rooms, 18" in sprinklered rooms?  | [ ]  | [ ]  |  |
| 2. Are combustible materials, such as paper and cardboard, kept to a minimum and 36" from any heat source? | [ ]  | [ ]  |  |
| 3. If a space heater is used in the office, is it a UL listed device? (Only UL listed heaters are allowed.)  | [ ]  | [ ]  |  |
| 4. Are NO candles, candle-warmers, incense burners, or open flames used in the office? (NO open flames are allowed.) | [ ]  | [ ]  |  |
| 5. Are sources of heat such as hot plates or electrical coffee pots kept away from flammable materials and not on combustible surfaces? | [ ]  | [ ]  |  |
| 6. Do self-closing devices and door latches on fire-rated doors work freely? (Doorstops not permitted.) | [ ]  | [ ]  |  |
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| **Hazardous Chemicals** | **yes** | **no** | **Explain “no” answers; other comments** |
| 1. Are hazardous chemicals stored in the office limited to small quantities of household chemicals for personal use? | [ ]  | [ ]  |  |
| 2. Are chemicals/cleaners kept in original containers with original manufacturer labels OR clearly labeled to identify chemical makeup (e.g. Windex)? | [ ]  | [ ]  |  |
| 3. Are containers of non-hazardous substances (e.g. water) labeled explicitly to avoid confusion? Example: Label "Water for Plants" to avoid confusion with hand sanitizer or other hazardous material. | [ ]  | [ ]  |  |
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