Print Form

LOCATION: _____

INSPECTOR (S): _____

DATE: _____

OFFICE INSPECTIONS PREVENT ACCIDENTS

Division of Waste Management- Office Safety Inspection Check List

	Notes/Recommendations
A. Fire Prevention / Emergency Preparedness 1. Fire extinguisher(s) properly maintained, located and installed; inspected; 18" clearance. 2. Evacuation routes are up-to-date and clearly posted. 3. Exits are marked and exit lights working. 4. Excess paper and trash removed and/or recycled. 5. Sprinkler heads, if in place, are not obstructed/objects 18" or more below sprinklers. 6. Last evacuation drill date _____. 7. 18" clearance in front of all alarm stations.	
B. Exit- Aisles- Floors- Stairways- Halls- Ramps 1. Aisles and stairwells clear of obstacles and combustibles. 2. Tripping hazards removed from cubicles/good housekeeping. 3. Min. 24" cubicle opening and unobstructed interior space. 4. Floor covering/stair treads are attached securely. 5. Exit doors clear, not blocked and unlocked from inside. 6. Fire doors not held open. 7. Stairs- Condition of Handrails, Ramps non slip, illumination 8. Exit lights operating	
C. Electrical 1. Extension cords/power strips - 3-pronged max. 25 ft. /circuit breaker shut off type. Use of extension cord limited to 90 days. 2. Extension cords/power strips not coupled (piggy-backed.) 3. Condition of power cords. 4. Condition of wall outlets. 6. No household grade appliances. 7. No wires or cords under carpets or other objects. 8. Personal lamps, radios, etc. good condition, not modified. 9. 36" free space in front of electrical panel/circuit breaker boxes. 10. Extension cords not used on coffee makers, microwaves, refrigerators, heaters and vending machines. 11. Electrical Panel labeled, closed, no taped circuits	
D. Book Cases - Shelves - Cabinets 1. Shelves not overloaded. Load ratings for large/industrial shelves posted. 2. Heavy storage shelves / tall bookcases stable. 3. Exposed sharp corners removed/ protected. 4. Objects placed on shelves secured. 5. Safe access to top shelve/safe step stool in use.	
E. Cubicles/Office Equipment 1. Employee work stations ergonomically correct. 2. File drawers not left open. 3. Chair base - 5 point design. 4. Chair construction appropriate for person. 5. Chair - conference room chairs sturdy with stable base. 6. Fans guarded and secure from falling. 7. Paper cutters have guard/safety rod and functioning blade latch. 8. Paper shredders guarded as per manufacturers guidelines.	

OFFICE INSPECTIONS PREVENT ACCIDENTS

Office Safety Inspection Check List

	Corrective Action Required
F. General 1. OSHA "Safety and Health Protection on the Job" posted. 2. Material Safety Data Sheets available. 3. First aid kits are adequately supplied.	
G. Specialized Rooms and Laboratory 1. Operating procedures established /users trained. 2. Warning signs posted near or on equipment. 3. Material Safety Data Sheets available. 4. Fume Hood has been inspected. 5. Eye protection required /worn. 6. Safety eye wash/ shower inspected / flowed. 7. Any waste identified, no unlabeled containers 8. Storage of materials: Flammables, Acids, Bases, incompatibilities	
I. Vehicles (randomly select vehicles to inspect) 1. All lens are in place and not cracked 2. Lights (directional signals, headlights, Hi/low beam, braking) operating. 3. Horn sounds 4. Windshield wipers working 5. Tires in good condition.	

Additional Comments/Questions: