

Office Safety Inspection Checklist

Building No. _____

Inspector name: _____ Ext. _____ Organization: _____

REMEMBER – OFFICE INJURIES HURT TOO!

Y/N

- _____ Is spilled liquid cleaned up off the floor immediately?
- _____ Are floor surfaces kept in good repair?
- _____ Is carpeting in good repair and free from holes and unraveled edges?
- _____ Are warning signs posted near repair or renovation work?
- _____ Are aisles free of boxes, wastebaskets, chairs, and other obstacles that impede traffic?
- _____ Are restrooms clean and floors dry?
- _____ Are cords placed so that people won't trip over them?
- _____ Are cords in good condition with no exposed wires?
- _____ Are cords not draped over hot pipes, bent around hooks, and not stepped on by a steady flow of traffic?
- _____ Are all appliances energized with 3-pronged plugs?
- _____ Are electrical outlet boxes or bonnets positioned so that they do not pose a tripping hazard?
- _____ Do employees use proper step stools and ladders instead of standing on chairs, tables, etc., to reach things?

Please return via email to April Kuryluk or Yemi Farquah, IMNE-PIC-SO, B351S.

- _____ Do employees sit squarely on chairs and not tip them up on two legs or tilt them so that they can put their feet on their desk?
- _____ Do employees put tops on cups of coffee or other liquids while carrying them through the office?
- _____ Do employees avoid running in the office, hallways, or on stairs?
- _____ Are stairs well lighted?
- _____ Are handrails, treads, and risers in good condition?
- _____ Are stairs free of litter or spills?
- _____ Are desk or file drawers kept closed?
- _____ Is only one file drawer open at a time?
- _____ Are filing cabinets loaded with full drawers at the bottom and empty drawers at the top?
- _____ Are boxes, papers, and books kept off the tops of files, storage cabinets, windowsills?
- _____ Are transparent glass doors marked so they can be seen?
- _____ Are all rooms the same level and free of a step? If not, is a warning posted?
- _____ Is the spring tension properly adjusted on self-closing doors?
- _____ Is equipment turned off when not in use?
- _____ Do employees avoid using spike files or pencil holders with pencil point up?
- _____ Does the paper cutter have a guard?
- _____ Are razor blades or pins kept out of containers where paper clips are kept?
- _____ Are fire exits clearly marked?
- _____ Are fire extinguisher locations marked so they are visible from a distance?
- _____ Are fire extinguishers inspected regularly?
- _____ Do all employees know the location of exits?

Please return via email to April Kuryluk or Yemi Farquah, IMNE-PIC-SO, B351S.

- _____ Is the alarm system tested regularly?
- _____ Is the use of flammable liquids avoided?
- _____ If flammable liquids must be used, are they stored in safety proper safety containers?
- _____ Are fire drills conducted regularly?
- _____ Are combustibles stored away from heat sources?
- _____ Are doors to enclosed stairwells kept closed?
- _____ Are parking lots well lighted, clearly marked, and in good repair?
- _____ Are chairs in good repair and adjusted to the height of the person who normally uses them?
- _____ Are safety committee meetings being held?