

U. S. Department of Commerce Office Safety Inspection Checklist for Safety Managers

(This checklist is intended as a guide to assist Safety Managers in conducting safety and health inspections. It includes questions relating to general office safety, ergonomics, fire prevention, and electrical safety. Questions which receive a NO answer require corrective action.)

Name:		Division:	
Facility:		Date:	
Signature:			

Deficiency Description	Yes	No	N/A	Location(s) and Corrective Actions	Date Corrected
Work Environment					
Are all work areas clean and sanitary?					
Is there adequate lighting?					
Is the noise level within an acceptable range?					
Is ventilation adequate?					
Is combustible storage minimized?					
Walking and Working Areas					
Are carpet/floor tiles secure?					
Is carpeting free of tears or trip hazards?					
Are floors free of water or slippery substances?					
Are floor or running mats used at building entrances safe from trips?					
Are protective guards in place?					
Are materials and cords stored so they don't interfere with walkways?					
Are aisles free of boxes, wastebaskets, chairs, and other obstacles that impede egress?					
Are elevators inspected annually and are inspections certificates available on site for review?					
Are guardrails provided where required?					
Is storage secure and stable?					
Is furniture free of unsafe defects?					
Are desk, file, and book case drawers closed when not in use?					
Are sharp items stored safely?					

Deficiency Description	Yes	No	N/A	Location(s)	Date Corrected
Are ceiling tiles secure?					
Are vents free of obstructions?					
Are fans/space heaters properly used and ventilated?					
Emergency and Safety Information					
Is the OSHA poster on display?					
Are evacuation routes posted?					
Are emergency phone numbers posted?					
Other posting or signage adequate?					
Is a copy of the facility fire prevention and emergency action plan available on site?					
Are safety hazard warning signs provided where necessary?					
Are wheelchair, board/stretchers, and safe zone locations marked and adequate?					
Are employees trained on emergency procedures?					
Ergonomics					
Are employees advised on proper lifting techniques?					
Are ergonomic conditions adequate?					
Workstations?					
Keyboards?					
Postures?					
Work habits?					
Repetitive motion?					
Are employees surveyed annually?					
Fire Safety and Prevention					
Are fire extinguishers mounted, visible, and accessible?					
Are fire extinguishers fully charged and inspected monthly? (tag, date, initial)					
Is extinguishing equipment adequate and unobstructed?					
Are employees properly trained to use fire extinguishers?					
Are fire alarm pull stations locations adequate and unobstructed?					

Deficiency Description	Yes	No	N/A	Location(s)	Date Corrected
Are extension cords used only in an emergency and for temporary use only?					
Are all electrical boxes closed?					
Do outlets have appropriate covers?					
Do electrical appliances have ground pins or double insulation?					
Are all appliances plugged directly into wall outlets?					
Are coffee pots or heat producing appliances away from flammables?					
Are materials that could burn kept away from ignition sources?					
Is heat producing equipment turned off at night when no one is present?					
Are all electrical panel box switches labeled for purpose of use?					
Are electrical outlets or cords adequate for intended load?					
Are electrical cords free of frays or damage?					
Chemical Storage and Safety					
Are chemicals properly stored?					
Are the MSDSs readily accessible?					
Is an inventory of chemicals available?					
Are all containers labeled?					
Are eyewash/showers stations tested?					
Are eyewash/shower layout locations adequate and unobstructed?					
First Aid					
Are CPR/first aid kits accessible and fully stocked?					
Are CPR/first aid kit locations adequate?					
Are an adequate number of first aid trained personnel available?					
Other:					
Are employees properly wearing PPE?					
Are employees who wear PPE properly trained?					
Have medical evaluations been performed, when required?					