

## 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.)

<b>Name:</b>		<b>Division:</b>	
<b>Facility:</b>		<b>Date:</b>	
<b>Signature:</b>			

Deficiency Description	Yes	No	N/A	Location(s) and Corrective Actions	Date Corrected
<b>Work Environment</b>					
Are all work areas clean and sanitary?					
Is there adequate lighting?					
Do noise levels appear high?					
Is ventilation adequate?					
Is combustible storage minimized?					
<b>Walking and Working Areas</b>					
Are carpet/floor tiles loose?					
Is the carpet torn, ragged, or buckled?					
Are floors slippery or uneven?					
Are floor or running mats used at building entrances safe from trips?					
Are spilled or dropped items cleaned?					
Are protective guards in place?					
Are materials and cords stored so they don't interfere with walkways?					
Are there any overhead hazards?					
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 any furniture unsafe or defective?					
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 loose?					
Are objects covering HVAC?					
Are fans/space heaters properly used and ventilated?					
<b>Emergency and Safety Information</b>					
Is the OSHA poster on display?					
Are evacuation routes posted?					
Are emergency phone numbers posted?					
Other posting or signage problems?					
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?					
<b>Ergonomics</b>					
Are employees advised on proper lifting techniques?					
Ergonomic problems observed?					
Workstation?					
Keyboard?					
Posture?					
Work habits?					
Repetitive motion problems?					
Are employees surveyed annually?					
<b>Fire Safety and Prevention</b>					
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 insulated?					
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 overloaded?					
Are electrical cords frayed or damaged?					
<b>Chemical Storage and Safety</b>					
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?					
<b>First Aid</b>					
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?					
<b>Other:</b>					
Are employees properly wearing PPE?					
Are employees who wear PPE properly trained?					
Have medical evaluations been performed, when required?					