

Department of Office Safety Checklist

Name: _____

Division/Department: _____

Date: _____

Provide specific information in the comment section.

If checked box is **marked**, additional action may be required.

		YES	NO	N/A
1	Are floor surfaces chipped and uneven, does carpeting show worn spots or holes?			
2	Are aisles sufficiently wide to provide easy movement?			
3	Are electric and telephone cords placed where they might trip a passerby?			
4	Do electrical cords look frayed or damaged? Are they draped around hooks or sharp edges, or are they stepped on?			
5	Do electric outlet boxes on the floor pose a tripping hazard?			
6	Are employees allowed to stand on chairs, desk, drawers, or other improvised ladders?			
7	Is the paper cutter placed in a location and position where there is enough safe room to work?			
8	Are employees using pencil holders with pencil points up?			
9	Do employees wear dangling jewelry or floppy clothing around moving machinery (i.e. wearing ties while using shredders)?			
10	Are employees allowed to lean way back in chairs or run in the office?			
11	Do employees take caution to avoid spills while carrying liquids through the office? Are spills cleaned up promptly?			
12	Are scissors, knives, razor blades and other sharp items safely stored and used?			
13	Are stair handrails, tread and risers in good condition and stairs well lighted?			
14	Are non-slip surfaces provided on stairs?			
15	Are floors and stairs free of liter, paperclips and scraps, etc and spills?			
16	Are desk or file drawers left open?			
17	Are there non-slip feet on all portable elevated structures? Are furniture and fixtures free of splinters or sharp edges?			

		YES	NO	N/A
18	Is furniture with casters easy to move?			
19	Is more than one file drawer opened at once?			
20	Are files top heavy, with empty drawers at the bottom and full drawers on top?			
21	Are boxes, papers and books stored safely on top of files and storage cabinets ? Are boxes, papers and books stored under 18" from the ceilings?			
22	Is there adequate space under desk or workstation for employee to take cover in the event of an emergency?			
23	Is there a whistle taped to the underside of the desk or workstation?			
24	Are transparent glass doors marked so they can be seen?			
25	Are fire exits clearly marked and free of obstructions?			
26	Are all smoking restrictions being followed?			
27	Do all employees know the location of exits, alarms, and fire pull stations? Are key personnel trained to use fire extinguishers?			
28	Are employees instructed in fire reporting and emergency duties?			
29	Are all flammable materials stored in metal cabinets and nonflammable fluids used whenever possible?			
30	Are storage areas kept clean and orderly?			
31	Are heating elements (coffee makers, griddles, portable electric heaters) safely placed and inspected on a regular basis?			
32	Are fire drills conducted frequently (semi-annually)?			
33	Do fire doors close during alarm or power outage?			
34	Are there any receptacles with damaged or missing faceplates?			
35	Are power strips plugged into other power strips?			
36	Are doors to enclosed stairwells kept closed at all times?			
37	Are employees instructed in the proper lifting techniques?			
38	Are forklift operators adequately trained and certified?			
39	Are all accidents promptly reported? And do employees know who to report accidents to?			
40	Are adequate first-aid supplies on hand? (Medicine not required by OSHA)			
41	Is there a procedure to assist people who may be trapped in an elevator and advise of elevator malfunctions?			
42	Are all elevator landings posted "Do not use elevator during an emergency or fire"?			
43	Are employees aware of the written safety program and are evacuation maps posted?			

