

## Safety and Health Manual Office Safety Checklist

This checklist is a helpful resource as you conduct a safety evaluation of your office.

### DOCUMENTATION

- OSHA, other required posters prominently displayed on bulletin board.
- All accidents reported to Personnel in timely manner.
- Supervisory investigation of all accident, with distribution of reports.
- OSHA Log maintained, Summary Posted Feb.-Apr. File for five years.
- Required Safety file current and reviewed frequently for revisions.

### FIRST AID

- Sufficient number of currently training attendants available at all times.
- Responders certified in First Aid, CPR, and Bloodborne Pathogens.
- Current responder list posted for availability.
- First Aid supplies inventoried and replenished as needed.

### MEANS OF EGRESS

- Required exits are clearly evident or marked with illuminated exit signs.
- Required exit doors swing outward to accommodate traffic flow.
- Exit door hardware operates properly.
- If required, two distinct and remote exits are available.
- Working exits signs and Emergency lights are available.
- False exits are marked or labeled to eliminate confusion in emergencies.
- Required exits and exitways are unobstructed, ready for immediate use.
- Emergency Action Plans and Procedures are up-to-date and reviewed.

### FIRE PROTECTION

- Adequate proper class fire extinguishers in place, visually checked monthly.
- Extinguishers are wall-mounted, unobstructed, and readily available.
- Annual service performed on all extinguisher and dated tags attached.
- Adequate staff members have received annual training for extinguisher use.

### WALKING AND WORKING SURFACES

- Floors are relatively smooth and free of tripping hazards.
- Steps, ramps, and handrails are maintained in good repair.
- Corridors, walkways, and aisles are maintained free and unobstructed.

### ELECTRICAL

- Electrical equipment is maintained in good working condition.
- All electrical cords are free of frayed areas, splices, or worn conditions.
- Outlets and switches have cover plates to prevent accidental contact.
- No electrical cords are running over/under walls or thru doorways, etc.
- All circuits are properly identified in breaker/fuse panel boxes.
- Breaker or fuse panel boxes are readily accessible in emergencies.
- All electrical equipment is either grounded or double-insulated type.

### EQUIPMENT, FURNITURE, AND FIXTURES

- Office furniture, chairs, desks, and tables in safe useable condition.
- Equipment is free of sharp edges, splinter, or broken parts.
- Cabinets and shelves are properly loaded, heaviest items on bottom.

### HAZARDOUS MATERIALS AND STORAGE

- Separate and appropriate storage facilities for hazardous materials/items.
- Current Material Safety Data Sheets are available for hazardous materials.

### GENERAL SAFETY

- Housekeeping and sanitation is adequate.
- All areas are provided with adequate lighting and ventilation.
- Outside areas and parking lots are properly maintained.
- Other: \_\_\_\_\_