



Safety Inspection Checklist: Offices

This form has been developed to assist Lane Staff in identifying, and when necessary, correcting safety hazards. OSHA requires workplace inspections to be done quarterly in a calendar year.

Please send completed form to: **Dawn Barth, Risk Management.**

| | | |
|---|---------------|--------------|
| Completed by: | Phone: | Date: |
| Building / Area(s): | | |
| Work orders submitted if applicable: | | |

| General Work Environment | yes | no | NA | Comments; explain "no" |
|---|--------------------------|--------------------------|--------------------------|-------------------------------|
| 1. Is the Employee Emergency Manual in an obvious location where it can readily be used? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Is good housekeeping practiced (clutter minimized, no rotting food that may attract pests)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Are materials organized, stacked, and stored safely with heavy objects on low shelves to prevent sprain or strain and injury during an earthquake? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Is the office clear of signs of water leaks or water damage, i.e., stained ceiling tiles? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Are wall vents kept unblocked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Are space heaters UL approved and away from flammable materials? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Are tables and chairs in good repair? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| Walkway & Exit / Egress | yes | no | NA | Comments; explain "no" |
|---|--------------------------|--------------------------|--------------------------|-------------------------------|
| 1. Is the walking area kept clear of obstacles? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Is passage to the door kept free of obstruction for easy access in case of emergency? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Are power cords kept out of the walkway and routed along the wall to avoid trip hazard? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Are materials stored so sharp objects do not obstruct walkway? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | |
|--|--------------------------|--------------------------|--------------------------|--|
| 5. Is flooring in good condition with no loose tiles, broken grates, loose carpet, or other tripping hazards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Electrical Safety | | | | |
| 1. Are electrical cords in good condition with no fraying, no exposed wire, no deteriorated insulation, and no missing grounding prong? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are power strips and extension cords connected directly into wall (NOT into another power strip)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Is equipment like a refrigerator, microwave oven, space heater plugged directly into the wall (NO extension cord or power strip is used)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Are all electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Fire Protection | | | | |
| 1. Are combustible materials such as paper and cardboard kept to a minimum and 36 inches from any heat source? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are materials stored 24 inches from ceiling in non-sprinklered rooms, 18 inches in sprinklered rooms? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Are NO candles, candle-warmers, incense burners, or open flames used in the office? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Are sources of heat such as hot plates or electrical coffee pots kept away from flammable materials and not on combustible surfaces? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Are self-closing fire doors free of door-stops and obstructions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Hazardous Chemicals | | | | |
| 1. Are hazardous chemicals stored limited to small quantities of <u>household</u> chemicals for personal use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are chemicals/cleaners kept in original containers with original manufacturer labels OR clearly labeled to identify chemical makeup (e.g., Windex)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Are containers of non-hazardous substances (e.g., water) labeled explicitly to avoid confusion? Example: Label "Water for Plants" to avoid confusion with hand sanitizer or other hazardous material. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |