

OCCUPATIONAL SAFETY AND HEALTH CHECKLIST

Office Safety

Location: _____ Date: _____ Supervisor: _____

Section I. Environmental

1. Does the office have an objectionable odor?
2. Does the ventilation system deliver quality indoor air?
3. Are work areas properly illuminated? (Average range 30-50 foot candles)
4. Is the heating system adequate? (Average 65-68 degrees F.)
5. Is the air conditioning system sufficient? (Average 75-78 degrees F.)
6. Are noise levels within acceptable levels? (NTE 75 decibels)
7. Is the office free of birds, rodents, insects, and animal harborage places?
8. Are hazardous substances (e.g., cleaning supplies) properly stored?
9. Is smoking only permitted in designated areas outside the office?

Section II. Sanitation

1. Are all work areas, including the floors, walls, and ceiling, clean and orderly?
2. Are exhaust duct filters being routinely changed to keep the HVAC unit clean?
3. Are clean toilet facilities provided (standard/ADA approved)?
4. Are toilets free of cracks and properly maintained?
5. Is there sufficient number of toilets provided for the workers?
6. Is hot and cold water provided for the cleanliness of the employees?
7. Is soap provided for washing?
8. Are disposable paper towels and/or air dryer(s) provided?

9. Are covered containers provided for disposal of waste?
10. Are there walls and doors around each toilet stall to provide privacy?
11. Is the storage and consumption of food/beverages prohibited in toilet areas?
12. Is drinking water provided?

Section III. Industrial

1. Are desks/other furniture free of splinters, cracks, and sharp edges?
2. Are chairs in good repair, with no loose casters? Are they properly adjusted to reduce strain and fatigue?
3. Are cabinets and tables strong and balanced to hold the equipment?
4. Are office desks, cabinets, and files positioned properly so file drawers will not open into aisles? Can only one drawer be opened at a time?
5. Are all computer keyboards, screens (monitors), and chairs adjustable?
6. Are floors free of defects so as to prevent tripping hazards; e.g., clean, dry, level, and in good condition?
7. Are carpets well-secured to the floor and free of worn or frayed seams?
8. Are electrical power cords and wires placed properly so as to prevent trips and falls?
9. Are aisles and doorways free from obstructions to permit visibility and movement?
10. Are aisles at least 30" wide and unobstructed?
11. Are stairways in good condition and covered with skid-resistant materials?
12. Is the office equipped with a step stool or ladder so that overhead objects can be reached safely?
13. Are electrical appliances and equipment in good condition and properly grounded?
14. Are a sufficient number of outlets available to eliminate overloading of circuits?
15. Are all computers and office machines grounded (three conductors) with double insulated wires being used?

16. Are all fans (except ceiling fans) equipped with blade guards that have openings that are 2 inches or smaller?
17. Are photocopying machines placed in well-ventilated rooms away from the workers' desks? Are these machines serviced routinely?

Section IV. Fire Protection

1. Are emergency exits adequately lighted, open (not blocked), and free of obstructions?
2. Are all exits clearly marked and visible?
3. Are there sufficient exits to permit prompt escape in case of an emergency?
4. Are fire extinguishers properly mounted on walls, charged, and checked regularly?
5. Are appropriate receptacles being used for fire generating material?
6. Are all packing materials (paper, Styrofoam, etc.) kept in a suitable container?
7. Is there an 18 inches clearance from the ceiling to any stored material?
8. Is there a minimum 36 inches clearance from sprinkler heads to stored materials?
9. Is the emergency fire plan posted on the bulletin board?
10. Have all employees been briefed on emergency evacuation procedures?
11. Do all employees know how to report a fire, bomb threat, etc.?
12. Are flammable liquids stored in an approved metal locker?

Section V. First Aid

1. Is an approved first-aid kit available and easily accessible in the office?
2. (Field only) Are employees trained in first aid?
3. (Field only) Are employees trained in cardiopulmonary resuscitation?
4. Are emergency numbers posted?

Section VI. Work Practices

1. Does the office have an active safety and health program in operation?
2. Is one person (e.g., CDSHO or Branch Chief) clearly responsible for the overall activities of the safety and health program in the office?
3. Does the office have a procedure for handling complaints regarding safety/health?
4. (Field only) Are all employees familiar with basic first aid procedures?
5. (Field only) Is the storage of razor blades and other similar sharp objects only permitted when they are in a protective box?
6. Are approved ladders and stools used to climb rather than using tables and chairs?
7. Do all employees receive training in the operation of office machines; e.g., copiers?
8. Are hazards documented in writing?
9. Do all employees know where fire extinguishers are and how to use them?
10. Do all employees know where fire alarms are?
11. Are all employees familiar with the fire evacuation procedures for their building and what to do in case of fire in their area?
12. Are all employees who work with hazardous substances, such as cleaning fluids, aware of the related hazards?
13. For employees who use computers, are work breaks and variations of tasks incorporated into their work schedules?