

## Office & Workplace Safety Inspection Checklist (For Employee Use)

Please print the following information:

Supervisor Name:		Department:
Date:	Building/Location(s):	

This form may be used to do periodic inspections of your office or workplace for compliance with safety requirements. Once completed, keep on file for recordkeeping purposes.

Fire-Related Hazards & Protection	✓	N/A
<a href="#">University Decorations Policy</a> is understood and followed.		
Electrical panels have a minimum of 36 inches of clearance around them.		
GFCI outlets are installed within 6 feet of water sources.		
No electrical rooms/closets are used for miscellaneous storage.		
Tools and electrical equipment, including cords/cables, are properly operating, free of defects, and are not extending into walkways. Use cord cover/cable protector for walkways.		
No unauthorized electric or motorized vehicles are located inside the University building.		
Heat producing devices are not located near combustible items.		
No electrical abuse per <a href="#">Office &amp; Workplace Safety Guidelines</a> (Section B2c, e.g. extension cord misuse, cords along metal/incompatible surfaces, overloaded circuits, electrical “octopuses”).		
Hazardous materials are stored away from electrical or heat-producing equipment.		
Hazardous materials are not stockpiled outside of flammables cabinets.		
Work areas, storage areas, aisles, stairwells, and emergency exits are kept clear (particularly of combustible materials).		
Aisles have at least 44 inches of clear space to allow safe egress in fire emergencies.		
Evacuation maps/routes are clearly displayed at eye level near each stairway and elevator lobby, and immediately inside public entrances.		
No items are stored within 18 inches of the ceiling.		
Fire exit signs are present, visible/unobstructed, and lit. (Two exits are visible in public areas.)		
Fire evacuation plan is available to employees (includes escape route/map, safe zones, rescue protocols, emergency shutdown plan, emergency contacts, employee on-duty roster).		
Fire doors are accessible, unobstructed, and easily open and close.		
<b>Emergency Equipment for Fire Protection</b>		
Sprinkler heads are tested and have 18 inches of clearance.		
Smoke detectors, strobes, horns, bells, and pull stations for fire alarms are accessible and unobstructed.		
Fire extinguishers are accessible, properly mounted and secured, tagged, have at least 36 inches of clearance in all directions, and fully charged.		
Check all extinguishers (by class) that apply: <input type="checkbox"/> A – Combustibles (Paper, Wood) <input type="checkbox"/> B – Flammable Liquids/Gases <input type="checkbox"/> C – Electrical equipment (energized) <input type="checkbox"/> ABC <input type="checkbox"/> D – Metals <input type="checkbox"/> K – Cooking Oil/Grease		

Other Emergency Equipment/First Aid	✓	N/A
AEDs are located at/near entrance or elevator lobby, visible/stored properly, and sealed.		
Eyewashes are capped, tagged, and signed, with 6 inches of clearance, and operate properly.		
Safety showers are tagged, and signed, with 32 inches of clearance (16 inches radius from the center of the showerhead), and operate properly.		
First aid kits are provided and restocked by your department. (Liquids and ointments should be replaced upon expiration or removed altogether.)		
Landline telephone(s) or two-way radio(s) are in the office/workplace for emergency use.		
Spill kits are accessible, unobstructed, stored in a cool, dry place, and adequate for the hazards in the workplace.		
Check all spill kits that apply: <input type="checkbox"/> Biohazard <input type="checkbox"/> Chemical/Hazmat ( <input type="checkbox"/> Acid <input type="checkbox"/> Base/Caustic <input type="checkbox"/> Mercury <input type="checkbox"/> Solvent/Flammable Liquid) <input type="checkbox"/> Oil-Only/Grease <input type="checkbox"/> Universal (Nonhazardous Substances)		
Caution Tape is made available for temporary barricade from hazardous areas/conditions.		
Environmental & Facility Maintenance	✓	N/A
<a href="#">Smoke-Free Campus Policy</a> is understood and followed.		
<b>Facility</b> (Contact Facilities Management <a href="#">here</a> for issues)		
Building structure is intact, with no visible holes, leaks, or damage to walls, ceiling, ground/floor, or support beams.		
All doors are intact and properly lock.		
Carpeting, laminate, tile, or other flooring are intact with no visible damage.		
Walkways (including sidewalks, walkways, and ramps) are free from defects.		
Fixtures for lighting/electrical use are in good working order with adequate, steady lighting.		
Ventilation grates are not blocked and provide adequate air flow.		
Fixtures for plumbing are in good working order.		
For office/air-conditioned workplace, the temperature is 68°-74° with humidity of 30%-50% (unless otherwise instructed by Facilities Management).		
Landscaping is trimmed and intact, and it does not obstruct entryways or walkways.		
<b>General Housekeeping</b> (contact ABM for issues)		
Broom/Dustpan/Tape is made available for use with broken glass, other debris.		
Caution (Wet Floor) Sign is made available for spills or leaks.		
Storage areas, stairwells, and other low-traffic areas are free of waste paper, empty cartons, trash, and other materials.		
All aisles, entryways, floors, and stairwells are clear of debris and obstacles.		
There is enough space for free, unobstructed movement in office/workplace to conduct work.		
Common areas are cleaned and disinfected on a regular basis.		
Waste is properly stored, with containers present, visible/unobstructed, and being placed in an appropriate area to avoid collision or spill.		
Check all containers that apply: <input type="checkbox"/> Batteries <input type="checkbox"/> Broken Glass <input type="checkbox"/> Compost <input type="checkbox"/> E-Waste/Small Electronics <input type="checkbox"/> Hazardous Waste (Chemicals) <input type="checkbox"/> Lamps/Light Ballasts <input type="checkbox"/> Oily Rags <input type="checkbox"/> Printer Cartridges <input type="checkbox"/> Recycling (Single Stream) <input type="checkbox"/> Sharps <input type="checkbox"/> Special Medical Waste/Biohazard Box <input type="checkbox"/> Waste (Landfill)		
<b>Equipment, Furniture, and Machinery</b>		
Computer workstations are set up appropriately per <a href="#">Ergonomics Guidelines</a> .		

Heavy, mobile, or vibrating furniture/equipment is properly secured and stable. Heavy or top-heavy objects are secured to floor or placed on lowest platform such as shelf.		
Machines/equipment producing heat, dust, and/or gas emissions have adequate ventilation.		
Machines with sharp edges, moving parts, or other hazards are guarded to prevent accidents.		
All furniture/equipment is placed on a level, steady surface.		
All stepstools and ladders conform to the <a href="#">Ladder Safety Program</a> .		
Refrigerator/freezer in breakroom is used to store food/drink only, is properly maintained, and cleaned. If it is to be discarded: Empty, defrost, wipe dry, unplug, contact EHS, and submit <a href="#">MMSR</a> . Note: Refrigerator/freezers used for other purposes are prohibited from containing food/drink for human consumption.		
Each employee has required PPE on hand appropriate for use in their workplace per <a href="#">Personal Protective Equipment Program</a> . Item(s) may be a shared/reusable resource where applicable.		
<b>Storage &amp; Chemical Hygiene</b>		
No prohibited items stored per <a href="#">Office &amp; Workplace Safety Guidelines</a> (Section 5k).		
Parking or storing <a href="#">personal mechanical conveyances (PMCs)</a> in designated areas only.		
Boxes and other bulk storage are labeled and stored appropriately.		
All hazardous materials (hazmats) are properly identified, labeled, stable, and stored in tightly closed, intact, chemically compatible containers.		
No laboratory- or industrial-grade chemicals are distributed to or used in office or other inappropriate workplace settings.		
Cylinders are secure and properly stored per <a href="#">Compressed Gas Safety Program</a> (Appendix A).		
All hazardous materials storage cabinets are properly identified, properly opened/shut, and are located in safe areas. Note: These cabinets are prohibited from use within offices.		
Check all hazmat storage cabinets that apply: <input type="checkbox"/> Corrosives <input type="checkbox"/> Flammables <input type="checkbox"/> Gases <input type="checkbox"/> Paint & Ink <input type="checkbox"/> Pesticides <input type="checkbox"/> Lithium-Ion Batteries <input type="checkbox"/> Toxics (Chemicals)		
An inventory list of all chemicals used in the office/workplace is available.		
Safety Data Sheets are available for each chemical that is stored/used in the workplace.		
<b>General Recordkeeping/Documentation</b>	✓	N/A
OSHA literature and posters are posted in common areas within the office and workplace.		
User manuals, certifications, and maintenance records for machinery, equipment, and tools are kept on file.		
Personnel training records are kept on file.		
Records for all inspections and incidents are kept on file.		
Records for all relevant safety programs to the workplace are kept on file.		

For all other safety programs relevant to your department, use the appropriate documents for hazard/equipment tracking, inspection, maintenance, and training records.

<b>Notes/Comments:</b>
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Printed Name	Signature	Date Completed