



Office safety

Download additional self-inspection checklists at <http://engineering.tamu.edu/safety/>

Date _____ Room No. _____
 Inspector _____ Location _____
 Faculty/PI _____ Dept. _____

Items for evaluation	Yes	No	Comments	Action to be taken
Initial Job Safety Training				
Is initial job safety training given to all new employees on the first day of work?				
Are fire & emergency exit procedures in place?				
Are emergency alarms/procedures in place?				
Are severe weather procedures such as tornadoes or procedures for unique hazards such as earthquakes in place?				
Are procedures for reporting an emergency or fire situation in place?				
Are there unacceptable work practices, flammable materials and personal appliances such as coffee pots and portable heaters etc.?				
Do employees know how to report an on-the-job injury and how to summon emergency services?				
Do supervisors receive supervisory safety training?				
Are all training and inspections documented appropriately?				
Are appropriate/required notices posted in areas the employees frequent?				
Inspections				
Are office workplaces inspected for safety hazards and is this documented?				
Are reports of hazards followed up and investigated?				

Items for evaluation	Yes	No	Comments	Action to be taken
Are fire inspections, fire extinguisher records, and fire drills documented?				
Are emergency contact numbers clearly posted for employees?				
Electrical				
Are power strips plugged directly into an outlet and not into another power strip?				
Are more than one power strips plugged into a single extension cord?				
Are extension cords used for temporary wiring and only for low-wattage items?				
Are extension cords removed and stored after each work period?				
Are electrical cover plates in good repair (not missing or broken)?				
Is faulty or misused equipment removed from service?				
Are loose wire connections or cables that are frayed or otherwise damaged repaired or replaced?				
Are poorly fitting plugs in socket connections changed when loose, corroded, or bent severely?				
Are extension cords not strung around door jambs or placed under rugs with tacks or other fasteners, causing insulation failure from wear and tear?				
Are desk lamps well clear of drapes, papers, and other combustible materials?				
Do you keep occupants informed of flammable and combustible liquid hazards (including adhesives, correcting fluids, aerosol containers, and cleaning products) by posting safety precautions and the clear labeling of containers?				
Wherever possible, do you keep the approved containers containing hazardous substances in either a storage cabinet or a storage room, with only small quantities on hand for your daily operations?				
Are waste containers in the office made of noncombustible or approved material?				
Do power cords for computers and other equipment extend into walkways or aisle ways, presenting trip/fall hazards?				

Items for evaluation	Yes	No	Comments	Action to be taken
Are cord & cable control systems used to safely contain all cords & cables?				
Fire Protection				
Are combustible materials never allowed to be stored in stairwells?				
Are recyclable material collection areas located in a safe area, and maintained neat & orderly?				
Are fire doors to enclosed stairwells kept closed at all times?				
Are storage rooms tidy and contain materials stored neatly?				
Are proper fire extinguishers available and properly located or wall mounted?				
Do workers keep fire extinguishers in their original location except for servicing or combating a fire?				
Are poorly fitting plugs in socket connections changed when loose, corroded, or bent severely?				
Are spent fire extinguishers replaced and refilled by qualified providers?				
Are fire drills held on a regular basis for all shifts?				
Do personnel know where exits are and how to reach them?				
Are special procedures in place for disabled workers to alert them to the danger and, if needed, assist in exit? (For example, are wheelchair-bound employees working on upper floors of building, or are hearing impaired employees unable to hear an intercom page?) Is any door, stairway, or passage that is not an exit, but may be mistaken for one, identified by a sign reading, "NOT AN EXIT"?				
Is every individual work area located adjacent to an aisle or subsidiary aisle?				
Are exits, circuit breakers, doors, and aisles free from obstruction?				
Housekeeping				
Are all waste materials placed in the proper waste containers?				

Items for evaluation	Yes	No	Comments	Action to be taken
Are waste containers emptied regularly, packing materials discarded, and shredded paper removed daily?				
Are materials stored so they do not project into aisles or passageways in a manner that could cause persons to trip or could hinder emergency evacuation?				
Do personnel carefully handle and properly dispose of hazardous materials such as broken glass, and are housekeeping staff advised of the location and content of such materials?				
Office furniture				
Are chairs, files, bookcases, and desks replaced or repaired if they become damaged?				
Are chairs are adjusted for employee and regularly inspected for abuse or broken items, missing casters, or structural defects?				
Are filing cabinet drawers kept closed when not in use?				
Are cubicle walls not overloaded?				
Do your workers place heavy files in the bottom file drawers to prevent tipping?				
Are wall shelves designed for their intended load?				
Are heavy storage cabinets, bookcases, and file cabinets secured from tipping?				
Is it ensured that needles are not re-capped?				
Is it ensured that only approved sharps disposal containers are used?				