APPENDIX F 2

Sample Office Area Health and Safety Inspection Checklist

|  |  |
| --- | --- |
| **Agency:** | **Location:** |
| **Inspected By:** | **Date Inspected:** |

# 🗹 = Satisfactory 🗷 = Needs improvement

# Work Environement Safety

|  |  |  |  |
| --- | --- | --- | --- |
|  | Description | **Corrective Action Needed** | **Date** |
|  | Employees work areas are adequately illuminated. |  |  |
|  | Employees are not engaged in ergonomic hazards, e.g. ackward posture, prolonged repetitive motion, contact stress, etc. |  |  |
|  | Employees work areas are clean, orderly and don’t present a hazard |  |  |
|  | Employees are not engaged in unsafe acts, e.g. using chairs as stepstools, using multiple extension cords, etc. |  |  |

# Walking Surfaces

|  |  |  |  |
| --- | --- | --- | --- |
|  | Aisles correctly established and clear |  |  |
|  | No tripping hazards in evidence |  |  |
|  | Floors dry - not slippery |  |  |
|  | Cords not stretched across aisles or under carpets |  |  |
|  | Entrance mats available and used in wet weather |  |  |
|  | Carpet is secure and free of tears, lumps or loose pieces |  |  |

# Stairways, Aisles, Storage Rooms, Halls, Emergency Exits, Fire Extinguishers

|  |  |  |  |
| --- | --- | --- | --- |
|  | Adequate lighting in stairways, aisles and storage rooms |  |  |
|  | Stairways clear - not cluttered |  |  |
|  | Stair treads in good condition |  |  |
|  | Handrails installed and in good condition |  |  |
|  | Halls kept clear of equipment and supplies |  |  |
|  | Emergency exit doors clearly marked and accessible |  |  |
|  | Fire extinguishers accessible and fully charged |  |  |

# Bookcases, Shelves, Cabinets

|  |  |  |  |
| --- | --- | --- | --- |
|  | Bookcases and shelves not overloaded |  |  |
|  | Heavy storage shelves secured to wall |  |  |
|  | File drawers closed when not in use |  |  |
|  | Bookcases and cabinets secured against tipping |  |  |

# Electrical Safety, Chairs, Chemical Products, Step Stools, Ladders, Air Movement

|  |  |  |  |
| --- | --- | --- | --- |
|  | Electrical outlets not overloaded |  |  |
|  | Equipment properly grounded (3 pronged plugs) |  |  |
|  | Electrical cords and plugs in good condition |  |  |
|  | Extension cords not substituted for permanent wiring |  |  |
|  | Chairs in good mechanical condition (springs/casters) |  |  |
|  | Chemical products properly used, stored and labeled |  |  |
|  | Paper cutter equipped with guard/ blade spring  functioning |  |  |
|  | Safe step stools and ladders properly used when needed |  |  |
|  | Paper shredder guarded |  |  |
|  | Unobstructed air movement and vents |  |  |

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