



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?				
2. Is good housekeeping practiced (clutter minimized, no rotting food that may attract pests)?				
3. Are materials organized, stacked, and stored safely with heavy objects on low shelves to prevent sprain or strain and injury during an earthquake?				
4. Is the office clear of signs of water leaks or water damage, i.e., stained ceiling tiles?				
5. Are wall vents kept unblocked?				
6. Are space heaters UL approved and away from flammable materials?				
7. Are tables and chairs in good repair?				
Walkway & Exit / Egress				
Walkway & Exit / Egress	yes	no	NA	Comments; explain "no"
1. Is the walking area kept clear of obstacles?				
2. Is passage to the door kept free of obstruction for easy access in case of emergency?				
3. Are power cords kept out of the walkway and routed along the wall to avoid trip hazard?				
4. Are materials stored so sharp objects do not obstruct walkway?				

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