



# OFFICE SAFETY

## Checklist

Page 1 of 3

### **DOCUMENTATION**

- Are OSHA and other required posters prominently displayed on bulletin board?
- Are all accidents reported to Personnel in a timely manner?
- Is there a supervisory investigation of all accidents, with distribution of reports?
- Is the OSHA Log maintained, the Summary posted February-April, and filed for five years?
- Is the required safety file current and reviewed frequently for revisions?

### **FIRST AID**

- Is there a sufficient number of currently trained attendants available at all times?
- Are responders certified in First Aid, CPR and Bloodborne Pathogens?
- Is the current responder list posted for availability?
- Are First Aid supplies inventoried and replenished as needed?

### **MEANS OF EGRESS**

- Are required exits clearly evident or marked with illuminated exit signs?
- Do required exit doors swing outward to accommodate traffic flow?
- Does exit door hardware operate properly?
- If required, are two distinct and remote exits available?
- Are working exit signs and emergency lights available?
- Are false exits marked or labeled to eliminate confusion in emergencies?
- Are required exits and exitways unobstructed and ready for immediate use?
- Are Emergency Action Plans and Procedures up-to-date and reviewed?

**FIRE PROTECTION**

- Are an adequate number, proper class fire extinguishers in place and visually checked monthly?
- Are extinguishers wall-mounted, unobstructed, and readily available?
- Is annual service performed on all extinguishers and are dated tags attached?
- Have an adequate number of staff members received annual training for extinguisher use?

**WALKING AND WORKING SURFACES**

- Are floors relatively smooth and free of tripping hazards?
- Are steps, ramps, and handrails maintained in good repair?
- Are corridors, walkways, and aisles maintained and free of obstruction?

**ELECTRICAL**

- Is electrical equipment maintained in good working condition?
- Are all electrical cords free of frayed areas, splices, or worn condition?
- Do all outlets and switches have cover plates to prevent accidental contact?
- Are there any electrical cords running over/under walls or through doorways, etc.?
- Are all circuits properly identified in breaker/fuse panel boxes?
- Are breaker or fuse panel boxes readily accessible in emergencies?
- Is all electrical equipment either grounded or a double-insulated type?

**EQUIPMENT, FURNITURE AND FIXTURES**

- Are all office furniture, chairs, desks, and tables in safe, useable condition?
- Is equipment free of sharp edges, splinters, or broken parts?
- Are cabinets and shelves properly loaded, with heaviest items on the bottom?



Your source for quality safety  
information and training.

## OFFICE SAFETY

## Checklist

Page 3 of 3

### **HAZARDOUS MATERIALS AND STORAGE**

- Are there separate and appropriate facilities for storing hazardous materials/items?
- Are current Material Safety Data Sheets (MSDS) available for hazardous materials?

### **GENERAL SAFETY**

- Is housekeeping and sanitation adequate?
- Are all areas provided with adequate lighting and ventilation?
- Are outside areas and parking lots properly maintained?
- Other issues specific to your facility: