

# Office Inspection Checklist

Date	Time	Inspection Location
Inspection completed by:		

Office safety inspections generally uncover potential hazards that could cause injuries and/or fires. The following list could be used as a guide to making an inspection in your office area.

If there are other hazards not found on this list, you might jot them down to remind the person and/or persons making the inspection of the possible hazard.

Description	Yes	No	N/A
Are the floors always clean of litter and/or spilled liquid?			
Are floor surfaces chipped and uneven: does carpeting show worn spots or holes?			
Are aisles and walkways free of boxes, wastebaskets, chairs, and other obstacles that impede traffic?			
Are electric and telephone cords placed where they might trip others?			
Do electrical cords look frayed? Are they draped over hot pipes, bent around hooks or sharp edges, or are they stepped on?			
Are poorly made or flimsy extension cords in use?			
Are all appliances connected with three-pronged plugs?			
Are electric outlet boxes or bonnets on the floor exposed so that they pose a tripping hazard?			
Are employees allowed to stand on chairs, desks, boxes, drawers, or other improvised ladders?			
Is the paper cutter placed in a safe location where there is enough safe room to work?			
Are employees still using spike files or pencil holders with pencil points up?			
Is the machinery turned off when not in use? Do employees wear dangling jewelry or floppy clothing around moving machinery (rotating machines, shredders)?			
Are razor blades or pins mixed in with paper clips?			
Are employees allowed to lean way back in chairs, with feet up on the desk?			
Do employees put tops on cups of coffee or other liquids while carrying them through the office (to avoid spills)?			
Do employees run in the office?			
Are scissors properly stored: do they have rounded points?			
Are stair handrails, treads, and risers in good condition and stairs well lighted?			
Description	Yes	No	N/A

Are stairs free of litter, paper clips, scraps, and spills?			
Are desk or file drawers left open?			
Are files, lockers, cabinets, and bookcases bolted securely?			
Is more than one file drawer usually opened at once?			
Are files top-heavy, with empty drawers at the bottom and full drawers on top?			
Are boxes, papers, and books stored on top of files, storage cabinets, or windowsills?			
Are transparent glass doors marked so they can be seen?			
Are floors painted or marked under the swing of solid doors to indicate the striking radius?			
Must employees step up or down while going through a doorway? If so, is a warning sign posted and steps painted a caution color?			
Do self-closing doors have too much spring tension?			
Are fire exits clearly marked and free of obstructions?			
Are fire extinguishers locations marked (usually at ceiling height on the wall) so they are visible from a distance?			
Have fire extinguishers been inspected recently?			
Are both A and B-C extinguishers readily available where necessary?			
Do all employees know the location of exits, alarms, and extinguishers?			
Are nonflammable fluids used whenever possible?			
Are flammable fluids properly stored in safety cans and approved safety cabinets?			
Are emergency numbers posted for police, fire department, and ambulance?			
Are fire drills conducted frequently, (semi-annually)?			
Are combustibles stored near machinery or heat sources?			
Are sprinklers, fire detectors, and hoses clean and in good working order?			
Are doors to enclosed stairwells kept closed at all times?			
Are all accidents promptly reported?			
<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>

Are adequate first-aid supplies on hand?			
Are company parking lots well lit, clearly marked and generally free of tripping hazards?			
Are elevators properly maintained and periodically inspected according to government standards?			
Is there a plan to assist people who may be trapped in an elevator? (including how to safely remove them, whom to call, how to prevent panic?)			
Are all elevator landings posted "Do not use elevator during an emergency or fire"?			
Is smoking forbidden in elevators? Are elevators posted with "No Smoking" signs?			