

# Office Safety and Housekeeping

Date	Time	Inspection Location
Inspection completed by:		

	Yes	No	Corrective Action
<b>General</b>			
Are pertinent safety regulations on hand?			
<b>Fire Protection</b>			
Are emergency telephone stickers on all telephones?			
Are occupant load signs posted?			
Are the correct number & proper class of fire extinguishers present?			
Are exits obstructed or locked?			
Are emergency exit signs present & property marked?			
Are emergency lights working?			
Are portable heaters being used?			
Are flammables stored in approved cabinets?			
Are emergency escape plans posted?			
Are smoking areas properly posted & have they been approved by the safety director			
Are no smoking signs posted in correct locations?			
Are aisles of the proper width & free of obstruction?			
Are office supplies stored in an orderly manner?			
Are the building fire sprinkler controls obstructed?			
Are the fire department connections obstructed?			
Are the proper extension cords being used?			
<b>Slip, Trips, Falls</b>			
Are floors & stairs free of oil & other slippery substances?			

Are floors highly polished & free of wax build-up?			
Are tile floors & carpets flat & secured?			
Are stair handrails sturdy & free from rough edges?			
Is there sufficient lighting in stairs & corridors?			
Are stair treads in good condition?			
Are anti-skid mats secured & free of tripping hazards?			
Are extension cords used so that they do not present a tripping hazard?			
Are electrical outlets correctly installed & do not project where they could be bumped against?			
<b>Office Equipment</b>			
Is furniture & office equipment in good repair & & not obstructing aisles			
Are office machines guarded & properly grounded?			
Are fans properly guarded & securely mounted?			
Is equipment securely in place?			
Are extension cords free from cracks, fraying & other damage?			
<b>Housekeeping</b>			
Is the office arranged in accordance with proper housekeeping rules?			
Are cabinet tops cleared of storage items?			
Are exposed steam pipes insulated from accidental contact?			
Are washrooms & bathrooms in clean & sanitary condition?			
Is there correct & sufficient illumination & ventilation			
<b>Falling Objects</b>			
Are filing cabinets secured & safety balanced to prevent toppling over?			
Are overhead light fixtures securely fastened?			