

Checklist for Office Safety

Office Furniture and Equipment

_____ Office furniture, equipment and electrical appliances are arranged to obtain maximum safety and use of installed facilities, such as overhead lighting, wall outlets, telephones, and other services.

_____ Desks, file cabinets, etc., are arranged so that drawers do not open into aisles or walkways. Desk and file drawers are closed after use.

_____ Weight is distributed in file cabinets so that upper drawer contents do not create a top-heavy condition.

_____ Cabinets, bookcases, and shelves are secured to building surfaces to prevent their falling over.

_____ Faulty desks, chairs, or other office equipment are repaired or taken out of service.

_____ Adequate and sufficient lighting is provided in all working areas.

_____ Paper cutter blades are in locked position when not in use.

_____ Knife blades have guards when not in use.

Aisles and Floors

_____ Aisle clearance is adequate for two-way traffic and for unobstructed access to all parts of the office and building.

_____ Office arrangement allows easy egress under emergency conditions.

_____ Wastebaskets, briefcases, or other objects are placed where they are not a tripping hazard.

_____ Floors are clear of pencils, bottles, and other loose objects.

_____ Tripping hazards from electrical cords, phone outlets, or other protrusions on the floor are prevented by arrangement of furniture or other means.

_____ Floors are free of loose tiles and projections that create a tripping hazard.

_____ Carpeting is in good condition and not badly worn or torn.

Electrical Equipment

_____ Electric fans are protected with guards of not over one-half-inch mesh, which prevents fingers getting inside guard.

_____ Cords and plugs are in good condition.

_____ Electrical cords are run through openings in doors, walls, or ceilings or under carpets.

_____ Multi-outlet strips are not plugged into other multi-outlet strips.

_____ Extension cords are not plugged into other extension cords.

_____ Extension cords are arranged so that they are not placed over radiators, steam pipes, through doorways or under rugs.

_____ Space heaters are UL-listed.

_____ Space heaters have automatic shut-offs that will actuate if the heater tips over.

_____ Space heaters are plugged directly into a wall receptacle.

_____ Space heaters are located at least 3 feet from combustible material.

_____ Electrical devices show no signs of overheating.

Housekeeping

_____ Good housekeeping is maintained to minimize accidents.

_____ Ladders are provided for reaching materials on shelves and are kept in safe serviceable condition.

_____ Paper and materials are stored properly.

_____ Combustibles are not stored under tables, desks, or shelves.

_____ Cleaning fluids are used only in small quantities and are stored in closed containers that are kept in well-ventilated areas. If flammable, they are not used near a flame or an open heating element.

Emergency Preparedness

_____ Staff are familiar with emergency signals and procedures, and emergency equipment (i.e., fire extinguisher, pull station) usage in the building.

_____ Emergency numbers are prominently posted.

If You Can Visualize a Mishap Before it Happens--

You Can Avoid It!