

OFFICE SAFETY INSPECTION CHECKLIST

Facility Location: Benefit Health Care Evaluated by: _____ Date: _____

	YES	NO	CORRECTIVE ACTION	PERSON RESPONSIBLE	DUE DATE
HOUSEKEEPING/STORAGE					
Are all stairways, aisles and access ways kept clear of trip hazards and not used for storage?					
Are walkways in each room, office, cubicle, and hallway free of trips hazards, such as cords, boxes, and files?					
Is lighting adequate in stairways, walkways, storage rooms, closets, and housekeeping areas to prevent a trip/fall?					
Is general housekeeping in good order? <i>Look for unnecessary debris, trip hazards, loose carpet, excessive accumulations of dust, standing water, other spilled liquids, etc.</i>					
Are file cabinets loaded properly to avoid being too top heavy creating a tipping hazard?					
Are materials stored properly to avoid falling? Are materials stored on shelves properly to avoid falling? Are heavy materials stored between knee and chest height to prevent shoulder and back strains?					
Are parking lots, sidewalks, or other exterior walking surfaces free from defects that could cause a trip/fall?					
WINTER HOUSEKEEPING					
Are walkways leading to and from the facility adequately maintained to minimize slips and falls from ice and snow?					
Are entryways maintained to minimize slips and falls from water and melted ice or snow?					
Are the building's gutters, downspouts and ice melting cords in proper condition and adequate to draw water and ice accumulation away from walkways?					
Is ice melt or sand readily available near exits that are likely to accumulate ice?					
EMERGENCY PREPAREDNESS/FIRE PROTECTION					
Are building evacuation drawings that indicate exit routes and staging areas for assembly outside the building up to date and posted near doorways?					
Are all fire doors to storage, telephone equipment and power rooms in working order, unobstructed and closed? <i>Open fire doors increase the speed at which fire spreads and allow smoke to circulate more freely, causing an increased risk to both occupants and equipment.</i>					
Are doors and passageways that may be mistaken for emergency exits marked "Not An Exit" to minimize possible confusion?					
Are fire extinguishers installed in appropriate locations? Are extinguishers clearly marked and unobstructed by equipment or materials? <i>ABC-rated dry chemical extinguishers are appropriate in most areas. Extinguishers should be distributed to limit employee travel distance to 75 feet or less.</i>					
Are hand-held extinguishers mounted on walls as opposed to being stored on the ground or in file cabinets? <i>OSHA requires portable fire extinguishers to be mounted on a wall. Extinguishers stored on the ground are likely to be moved and not returned to the same location, causing the extinguisher to not be located where expected when needed during an emergency.</i>					
Are wall, floor and ceiling penetrations for cables, wires, pipes and mechanical systems, such as ductwork, sealed to prevent the spread of fire and smoke? <i>Sealed wall penetrations prevent the spread of fire and smoke from one room to another. Penetrations can be sealed with drywall, fire retardant pipe seal or firestop pillows.</i>					

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This guide is to be used as a supplement to and not in lieu of OSHA safety regulations and policies. Pinnacol's loss prevention service is advisory only. We assume no responsibility for management or control of customer safety activities. We have not tried to identify all hazards or OSHA regulations applicable to your company. We do not warrant that requirements of any federal, state or local law, regulation or ordinance have or have not been met.

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	YES	NO	CORRECTIVE ACTION	PERSON RESPONSIBLE	DUE DATE
EMERGENCY PREPAREDNESS/FIRE PROTECTION (CONTINUED)					
Have the facility's sprinkler and/or fire alarm systems been inspected in the past 12 months? Is the fire suppression system tagged to verify this inspection? <i>Additional inspection requirements may apply according to local regulations.</i>					
Have fire extinguishers been inspected within the past 12 months? <i>Extinguishers should each have attached inspection tags indicating that they have been inspected within the last 12 months.</i>					
ELECTRICAL					
Are electrical panels and circuit breakers labeled? <i>The wording on the label of a panel or circuit should adequately identify the panel and circuits so emergency personnel or the operating engineer can rapidly identify them for emergency shutdown or disaster recovery. Standardize names given to on-site panels to avoid confusion.</i>					
Are all circuit panels unobstructed and accessible to employees? Is the space in front of all circuit panels not less than 36 inches deep and 30 inches wide and free of stored materials?					
Are extension cords used for temporary use only? <i>OSHA and the National Electric Code do not allow extension cords to be used as permanent wiring. Only use surge protectors on equipment (computers, printers, etc.) when recommended by the manufacturer.</i>					
Are receptacles located within six feet of a water supply (sink, shower, pool) protected by ground fault circuit interrupters (GFCIs)? <i>Ground fault protection is required in these areas due to the additional electrical hazards in wet environments.</i>					
Are electrical appliances grounded? <i>Look for missing ground prongs on cord ends.</i>					
Are computer and other equipment cords in proper condition? <i>Look for damaged cord insulation, missing ground prongs on cord ends, and cord repairs made with tape.</i>					
Are surge protectors or electrical receptacles not overloaded with cords? <i>Check for daisy chaining of surge protectors or cords.</i>					
Are portable space heaters used? Are they UL listed? Is there adequate space surrounding the heater for heat dissipation?					
MISCELLANEOUS SAFETY ISSUES					