# Checklist for Office Safety

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_**

***\*\*Return to Health & Safety Committee Chair\*\****

**Aisles and Floors**

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| \_\_\_\_\_ | Aisle clearance is adequate for two-way traffic and for unobstructed access to all parts of the library and non-public areas of the building. |
| \_\_\_\_\_\_ | Office arrangement allows easy egress under emergency conditions. |
| \_\_\_\_\_\_ | There are no tripping hazards in the area created from either placement of loose objects, furniture projection, loose carpeting or floor tile. |
| \_\_\_\_\_\_ | Floors are clear of loose objects such as pencils/pens, bottles, or other items that may create a tripping or slipping hazard. |
| \_\_\_\_\_\_ | Aisles, exits, stairwells and doorways are kept clear at all times. |

**Electrical Equipment**

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| \_\_\_\_\_\_ | Electric fans are protected with guards of not over one-half inch mesh. |
| \_\_\_\_\_\_ | Cords and plugs are in good condition. |
| \_\_\_\_\_\_ | Electrical and extension cords are not run through openings in doors, walls, ceilings, or under carpets and not placed over radiators or steam pipes. |
| \_\_\_\_\_\_ | Multi-outlet strips are not plugged into other multi-outlet strips ("daisy" chained). |
| \_\_\_\_\_\_ | Extension cords are not plugged into other extension cords. |
| \_\_\_\_\_\_ | Small appliances (e.g., mini-refrigerators) must have a 3-prong electrical plug (or must clearly indicate that they are grounded). Low current drawing appliances (e.g., lights, fans) can have 2-prong electrical plugs. |
| \_\_\_\_\_\_ | Space heaters are UL-listed. |
| \_\_\_\_\_\_ | Space heaters have **automatic shut-offs** that will actuate if the heater tips over. |
| \_\_\_\_\_\_ | Space heaters are located at least 3 feet from combustible material. |
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| \_\_\_\_\_\_  \_\_\_\_\_\_ | 3-feet of clearance in front of electrical panels. Check staff storage areas.  Small appliances that draw high current including, but not limited to, space heaters, coffee makers, microwave ovens, and personal refrigerators are plugged directly into a wall receptacle (not into power strips, extension cords). Contact Facilities for more information. |

**Emergency Preparedness**

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| \_\_\_\_\_\_\_\_\_ | 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.  Exit Doors are closed and ***not*** propped open.  Access to fire pull stations and fire extinguishers are clear of obstructions |
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**Housekeeping**

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| \_\_\_\_\_ |  | Housekeeping is maintained to minimize accidents. |
| \_\_\_\_\_ |  | Ladders/step stools are provided for reaching materials on shelves and are kept in safe serviceable condition. |
| \_\_\_\_\_ |  | Staff members use step stools or ladders to reach high objects-not swivel chairs or other office furniture. |
| \_\_\_\_\_ |  | 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. |
| \_\_\_\_\_ |  | Do not permanently store combustibles in offices. |
| \_\_\_\_\_ |  | Do not place combustibles under desks, tables, or shelves where they would be shielded from automatic sprinkler protection. |
| \_\_\_\_\_ |  | Wrap sharps (e.g., razor blades, utility blades, metal pieces), broken/cracked glass, brittle plastic objects, or other materials that may break and produce a sharp or rough edge in corrugated cardboard, secured with tape, and marked with the condition and material type (e.g., broken glass) before placing in a trash container  The National Fire Protection Association requires that nothing gets placed closer to the ceiling than 18". Check Storage Rooms and remove anything closer to the ceiling than 18”. |
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**Maintenance (outside and inside)**

\_\_\_\_\_\_ Doors and locks are in good working order

\_\_\_\_\_\_ Ceiling tiles are intact, undamaged and in place.

\_\_\_\_\_\_ No signs of weather damage or mold growth in the facility.

\_\_\_\_\_\_ Windows are unbroken and free from any type of damage.

\_\_\_\_\_\_ Air conditioning vents and ducts appear to be clean upon visual inspection.

\_\_\_\_\_\_ Exterior of the building presents no safety concerns.

\_\_\_\_\_\_ Outside lights are in good working order.

\_\_\_\_\_\_ Parking Lot area is free of any safety concerns (i.e. overgrown landscaping, uneven pavement, traffic hazards, etc.)

**Office Furniture and Equipment**

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| \_\_\_\_\_\_ | 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. |
| \_\_\_\_\_ | Bookshelves and cabinets that are potentially unstable (e.g., over 5 feet in height, top-heavy) are secured so they will not fall over. (Contact HR or Facilities for assistance.) |
| \_\_\_\_\_\_ | 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. |
| \_\_\_\_\_\_ | 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. |

***Additional Notes or Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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