



# Industrial Safety and Health Associates, LLC

## SAMPLE OFFICE SAFETY INSPECTION CHECKLIST

**NAME OF AGENCY/OFFICE:** \_\_\_\_\_

**Area(s) Inspected:** \_\_\_\_\_ **Inspected by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

ITEM	YES	NO	CORRECTIVE ACTION - DATE
1. Is there litter or spilled liquid on the floor?			
2. Are floor surfaces chipped: does carpeting show worn spots or holes?			
3. Are warning signs posted near cleaning areas, repair work or redecorating efforts?			
4. Are aisles free of boxes, wastebaskets, chairs, and other obstacles that impede traffic?			
5. Are restrooms kept clean and floors dry?			
6. Do cords present a tripping hazard?			
7. Do cords look frayed?			
8. Are cords draped over hot pipes and/or appliances?			
9. Are flimsy extension cords in use?			
10. Are all appliances connected with three-pronged plugs?			
11. Are electrical outlet boxes or bonnets exposed so that they present a hazard?			
12. Are cover plates for electrical switches or receptacles cracked or broken?			
13. Do employees stand on chairs, desks, boxes, drawers, or other improvised ladders?			
14. Do employees lean way back in chairs with their feet off the floor?			
15. Do employees put tops on cups of coffee or other liquids while carrying them through the office?			

ITEM	YES	NO	CORRECTIVE ACTION - DATE
16. Do employees run in the office?			
17. Are stairwells well lit?			
18. Are stairway handrails, treads and/or risers in good condition?			
19. Are stairs free of litter, spills or clutter?			
20. Are desk or file drawers left open?			
21. Are files, lockers, cabinets, and bookcases bolted securely?			
22. Is more than one file drawer open at once?			
23. Are files top-heavy with empty drawers at the bottom and full drawers on top?			
24. Are transparent glass doors marked so they can be seen?			
25. Must employees step up or down to go through a doorway? If so, is a warning sign posted?			
26. Do self-closing doors have too much spring tension?			
27. Is machinery turned off when not in use?			
28. Do employees wear dangling jewelry or clothing, such as a men's necktie, around machinery?			
29. Are employees using spike files (a piece of metal about four (4) to six (6) inches in length that is attached to a small board and is designed to hold papers, especially receipts)?			
30. Are pencils kept in pencil holders with the points down?			
31. Are paper cutters kept in a safe location with the blade secured in the down or closed position?			
32. Are razor blades or pins kept with paper clips?			
33. Are fire exits clearly marked?			
34. Are fire extinguisher locations marked in such a way that they are visible from a distance?			
35. Are fire extinguisher tags current?			
36. Are fire extinguishers readily available?			

ITEM	YES	NO	CORRECTIVE ACTION – DATE
37. Do all employees know the locations of the exits, alarms, and extinguishers?			
38. Are nonflammable fluids used whenever possible?			
39. Are flammable liquids/fluids stored in approved containers?			
40. Are emergency numbers for medical, fire, law enforcement/security and ambulance posted?			
41. Are fire drills conducted frequently?			
42. Do designated smoking areas have ashtrays?			
43. Are combustible materials stored near machinery or heat sources?			
44. Are features of fire protection, such as sprinklers, fire alarms and hoses, kept clean and in good working order?			
45. Are the tags on the features of fire protection current?			
46. Are doors to enclosed stairwells kept closed at all times?			
47. Are company parking lots well lit and clearly marked?			
48. Is medical help readily available?			
49. Are adequate first-aid supplies available?			
50. Are all incidents/accidents properly reported, investigated and documented?			
<b>MISCELLANEOUS:</b>			
51. Are Safety Inspections conducted in accordance with the time frame specified in the agency's loss prevention manual?			
52. Are Safety Meetings conducted in accordance with the time frame specified in the agency's loss prevention manual?			
53. Are Hazard Control Logs posted throughout the workplace?			
54. Is the Worker's Compensation Notice of Compliance posted?			
55. Is the safety bulletin board current?			
56. Do agency drivers use safety belts?			
57. Are there items carried over from previous reports?			

**OVERALL EVALUATION:**

EXCELLENT		
SATISFACTORY		
UNSATISFACTORY		

