

U.S. Department of Commerce Office Safety Inspection Checklist for Supervisors and Program Managers

Name:	Division:
Location:	Date:
Signature:	

This checklist is intended as a guide to assist supervisors and program managers in conducting safety and health inspections of their work areas. It includes questions relating to general office safety, ergonomics, fire prevention, and electrical safety. Questions which receive a “NO” answer require corrective action. If you have questions or need assistance with resolving any problems, please contact your safety office. More information on office safety is available through the Department of Commerce Safety Office website at <http://ohrm.doc.gov/safetyprogram/safety.htm>.

Work Environment

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are all work areas clean, sanitary, and orderly? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Is there adequate lighting? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Do noise levels appear high? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Is ventilation adequate? |

Walking / Working Surfaces

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are aisles and passages free of stored material that may present trip hazards? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are tile floors in places like kitchens and bathrooms free of water and slippery substances? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are carpet and throw rugs free of tears or trip hazards? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are hand rails provided on all fixed stairways? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are treads provided with anti-slip surfaces? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are step ladders provided for reaching overhead storage areas and are materials stored safely? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are file drawers kept closed when not in use? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are passenger and freight elevators inspected annually and are the inspection certificates available for review on-site? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are pits and floor openings covered or otherwise guarded? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 48 inches above any adjacent floor or the ground? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Is any furniture unsafe or defective? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are objects covering heating and air conditioning vents? |

Ergonomics

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are employees advised of proper lifting techniques?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are workstations configured to prevent common ergonomic problems? (Chair height allows employees' feet to rest flat on the ground with thighs parallel to the floor, top of computer screen is at or slightly below eye level, keyboard is at elbow height. Additional information on proper configuration of workstations is available through the Commerce Safety website at http://ohrm.doc.gov/safetyprogram/safety.htm)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are mechanical aids and equipment, such as; lifting devices, carts, dollies provided where needed?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are employees surveyed annually on their ergonomic concerns?

Emergency Information (Postings)

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are established emergency phone numbers posted where they can be readily found in case of an emergency?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are employees trained on emergency procedures?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are fire evacuation procedures/diagrams posted?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is emergency information posted in every area where you store hazardous waste?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is established facility emergency information posted near a telephone?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are the OSHA poster, and other required posters displayed conspicuously?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are adequate first aid supplies available and properly maintained?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are an adequate number of first aid trained personnel available to respond to injuries and illnesses until medical assistance arrives?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is a copy of the facility fire prevention and emergency action plan available on site?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are safety hazard warning signs/caution signs provided to warn employees of pertinent hazards?

Fire Prevention

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are flammable liquids, such as gasoline, kept in approved safety cans and stored in flammable cabinets?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are portable fire extinguishers distributed properly (less than 75 feet travel distance for combustibles and 50 feet for flammables)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are employees trained on the use of portable fire extinguishers?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are portable fire extinguishers visually inspected monthly and serviced annually?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is the area around portable fire extinguishers free of obstructions and properly labeled?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is heat-producing equipment used in a well ventilated area?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are fire alarm pull stations clearly marked and unobstructed?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is proper clearance maintained below sprinkler heads (i.e., 18" clear)?

Emergency Exits

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are a sufficient number of exits provided?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are exits kept free of obstructions or locking devices which could impede immediate escape?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are exits properly marked and illuminated?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are the directions to exits, when not immediately apparent, marked with visible signs?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Can emergency exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are exits arranged such that it is not possible to travel toward a fire hazard when exiting the facility?

Electrical Systems

(Please have your facility maintenance person or electrician accompany you during this part of the inspection)

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are all cord and cable connections intact and secure?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are electrical outlets free of overloads?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is fixed wiring used instead of flexible/extension cords?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is the area around electrical panels and breakers free of obstructions?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are high-voltage electrical service rooms kept locked?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are electrical cords routed such that they are free of sharp objects and clearly visible?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are all electrical cords grounded?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are electrical cords in good condition (free of splices, frays, etc.)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are electrical appliances approved (Underwriters Laboratory, Inc. (UL), etc.)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are electric fans provided with guards of not over one-half inch, preventing finger exposures?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are space heaters UL listed and equipped with shutoffs that activate if the heater tips over?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are space heaters located away from combustibles and properly ventilated?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	In your electrical rooms are all electrical raceways and enclosures securely fastened in place?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance? (This space is 3 feet for less than 600 volts, 4 feet for more than 600 volts)

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(9/02)

Material Storage

Yes	No	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Are storage racks and shelves capable of supporting the intended load and materials stored safely?

Are storage racks secured from falling?

Are office equipment stored in a stable manner, not capable of falling?