

**OCCUPATIONAL SAFETY & HEALTH  
OFFICE SAFETY CHECKLIST**

<b>Institute:</b>		<b>Facility:</b>		<b>Survey Date:</b>	
<b>Building/Rooms covered on this checklist:</b>					
During the survey of the designated area, complete the checklist below. Check N/A if the item does not apply.					

<b>BASIC LIFE SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>	<b>CORRECTIVE ACTION TAKEN</b>	<b>CORRECTION COMPLETED</b>
1. Are corridors and exits free from obstructions and unlocked?						
2. Access to exit doesn't require travel through high hazard area?						
3. Stairways are in good repair with handrails and non-slip tread?						
4. Stairways are not being used for storage?						
<b>GENERAL OFFICE SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>	<b>CORRECTIVE ACTION TAKEN</b>	<b>CORRECTION COMPLETED</b>
1. Are aisles, doorways and corners free of obstructions to permit visibility and movement?						
2. Lighting in work areas and walkways adequate?						
3. Are chairs in safe condition and are caster, rungs and legs sturdy?						
4. Are all equipment and supplies in their proper places?						
5. Is there adequate walking and egress clearance? a. 44" for corridors and stairways. b. 36" for aisles. c. 32" for doors.						

<b>TRIP/FALL HAZARDS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>	<b>CORRECTIVE ACTION TAKEN</b>	<b>CORRECTION COMPLETED</b>
1. Is the floor surface level and undamaged?						
2. The floor is not wet or slippery? a. A warning sign is available in case of spills? b. Cleanup supplies are readily available? c. Non-slip mats are in entryways if needed?						
3. Are carpeted areas secured to floor and free of worn or frayed seams?						
4. Is any equipment or supplies protruding into walkways?						
5. Are there cords or cables causing a trip hazard?						
6. Are tiled areas in good condition?						
7. Is a step stool or ladder available to minimize the use of chairs for reaching high objects?						
<b>MAINTENANCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>	<b>CORRECTIVE ACTION TAKEN</b>	<b>CORRECTION COMPLETED</b>
1. Are ceiling tiles intact, undamaged and in place?						
2. Are there no signs of weather damage or mold growth in the facility?						

Additional comments: \_\_\_\_\_