

## **INSPECTION CHECK LIST FOR OFFICE SAFETY HAZARDS**

HAZARD      SATIS-      NOT  
EXISTS      FACTORY      APPLICABLE

<b>WORKING CONDITIONS</b>			
1. FIRST AID KIT			
2. ENVIRONMENTAL CONDITIONS:			
VENTILATION AND HEAT			
NOISE			
LIGHTING			
3. OFFICE LAYOUT:			
NO BLIND CORNERS			
WORKING SPACE ADEQUATE			

<b>AISSLES AND FLOORS</b>			
1. AISLES AND PASSAGEWAYS KEPT CLEAN IN GOOD REPAIR			
2. AISLES ESTABLISHED AND CLEAR			
3. ENTRANCE MATS FOR WET WEATHER			
4. TRIPPING HAZARDS REMOVED:			
PROJECTING OUTLETS			
PHONE LINES, ELECTRICAL & EXTENSION WIRES SECURED			
CORDS IN WALKWAY PROTECTED BY APPROPRIATE COVER			
CARPETS SECURED TO FLOOR & NO WORN/FRAYED SEAMS			
FLOOR HOLES (DRAINS) COVERED			
STEPS AT DIFFERENT LEVELS PROPERLY MARKED			
FLOORS USED NON-SLIP FLOOR WAX			

<b>STAIRWAYS, HALLS AND RAMPS</b>			
1. HANDRAIL CONDITION			
2. STAIR TREAD CONDITION			
3. RAMPS WITH NON-SLIP SURFACES			
4. STAIRWAYS NOT CLUTTERED WITH MATERIAL			
5. GUARDRAIL CONDITION			

<b>FIRE PREVENTION</b>			
1. FIRE EXTINGUISHERS			
PROPER TYPE: (should be CLASS-A-B-C)			
PROPERLY IDENTIFIED			
CURRENT INSPECTION TAG			
LOCATED ALONG PATH OF TRAVEL			
NOT BLOCKED			
2. FIRE ESCAPES AND EXITS:			
FIRE ESCAPE PLAN POSTED			
EXIT LIGHTS WORKING			
EXIT ROUTES KEPT FREE OF OBSTRUTIONS			
EXIT ROUTES VISIBLY MARKED			
EXIT DOORS NOT LOCKED			
FIRE EXIT DOORS NOT BLOCKED			
3. SPRINKLER HEADS NOT BLOCKED			
4. EXCESS PAPER AND TRASH DISPOSED OF DAILY			
5. ELECTRICAL OUTLETS OVERLOAD			