

Department: _____ Completed by: _____ Date: _____

Exits	N/A	Yes	No	Action Recommended
Are exit paths clear and unobstructed?				
Are fire doors unobstructed and closed, not propped open by doorstoppers or wedges?				
Are floor mats free of curls and bumps that could cause someone to trip?				
Is ice melt or chicken grit near the entrances during the winter?				
Walkways and Stairs	N/A	Yes	No	Action Recommended
Are walkways clear of protruding equipment and supplies?				
Storage and Shelves	N/A	Yes	No	Action Recommended
Is there at least 18 inch clearance between stored items and the ceiling or sprinklers?				
Are shelves free of unstable loads or overloaded supplies?				
Are heavy items located on lower shelves within easy reach?				
Are items neatly stored?				
Is there a ladder available for reaching higher items?				
Are containers with chemicals properly labeled?				
Electrical Cords & Power Strips	N/A	Yes	No	Action Recommended
Are equipment cords kept tidy under desks and positioned away from possible foot entanglement?				
Are power strips being used for computer-related equipment only?				
Are power strips plugged directly into the electrical outlet and not into another power strip?				
Are power cords that lay across floors covered by a cord guard?				
Are extension cords used only for temporary power, no longer than 90 days?				
Lunch/Breakroom & Appliances	N/A	Yes	No	Action Recommended
Are all appliances plugged directly into electrical outlets?				
Are appliances clean and maintained, such as old food removed from refrigerators?				
Are break room coffee pots and toasters rated for commercial use?				
Are heat-generating appliances powered down or unplugged at the end of each workday?				

Eye Wash Stations	N/A	Yes	No	Action Recommended
Are eyewash stations tested weekly by running water to clear the lines sufficiently of potential contaminants and to assure they are in good working order?				
First Aid Kits	N/A	Yes	No	Action Recommended
Are first aid kits periodically checked for restocking and expired products disposed of?				
Are first aid kits free of over-the counter medications?				
Are over-the-counter medications (i.e. aspirin) within the expiration date? If no, remove from kit.				
Other Inside Items	N/A	Yes	No	Action Recommended
Are paper cutter guards in place with the cutting edge stored in the down and locked position?				
Are file cabinet drawers closed when not in use to prevent trips and falls?				
Are file cabinets secured to prevent tipping over when top drawers are open?				
Are cones or other devices available to warn others of wet floors?				

****Please return completed safety checklist to the Administrative Services Office for filing.****