

# Office Area Health and Safety Inspection Checklist

<b>Agency:</b>	<b>Location:</b>
<b>Inspected By:</b>	<b>Date Inspected:</b>

	Description		Corrective Action Needed	Date
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## Walking Surfaces

	Aisles correctly established and clear			
	No tripping hazards in evidence			
	Floors dry - not slippery			
	Cords not stretched across aisles or under carpets			
	Entrance mats available and used in wet weather			
	Carpet is secure and free of tears, lumps or loose pieces			

## Stairways, Aisles, Storage Rooms, Halls, Emergency Exits, Fire Extinguishers

	Adequate lighting in stairways, aisles and storage rooms			
	Stairways clear - not cluttered			
	Stair treads in good condition			
	Handrails installed and in good condition			
	Halls kept clear of equipment and supplies			
	Emergency exit doors clearly marked and accessible			
	Fire extinguishers accessible and fully charged			

## Bookcases, Shelves, Cabinets

	Bookcases and shelves not overloaded			
	Heavy storage shelves secured to wall			
	File drawers closed when not in use			
	Bookcases and cabinets secured against tipping			

## Electrical Safety, Chairs, Chemical Products, Ladders, Tools, Air Movement

	Electrical outlets not overloaded			
	Equipment properly grounded			
	Electrical cords and plugs in good condition			
	Extension cords not substituted for permanent wiring			
	Chairs in good mechanical condition (springs/casters)			
	Chemical products properly used and stored			
	Safe step stools and ladders properly used			
	Paper cutter equipped with guard/ blade spring functioning			
	Paper shredder guarded			
	Unobstructed air movement and vents			

- = Satisfactory
- = Needs improvement