

UCSC OFFICE SAFETY INSPECTION CHECKLIST

Building: _____ **Room No.** _____

Department: _____

Contact Person: _____ **Telephone No.** _____

Survey Item	Yes	No	N/A
1. All wiring (electrical, telephone, computer, etc) is either located out of the way or covered to eliminate the possibility of trips and falls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Floors, carpets, mats, and other walkways are in good repair and free of tripping hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Seismic safety practices adhered to; i.e. heavy items close to floor, bookshelves and uprights affixed to walls, shelf lips or restraints used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Fire alarms adequate; extinguishers are available and easy to locate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Fire extinguishers are inspected and signed off on a monthly basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Trash containers are available and are emptied regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. File cabinets are placed so that drawers do not open into high traffic areas. Drawers lock closed when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Cabinets are secured to prevent them from tipping over when heavy top drawers are opened.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Free space is left in file drawers so that employees do not have to struggle to insert or extract files.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Proper first aid supplies are available and easy to locate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Proper floor cleaners and waxes are used to eliminate slippery surfaces. Friction strips are present where needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Lighting and ventilation adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Warning signs are used to alert employees to wet floors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Traffic areas are clear and unobstructed by boxes, cartons or other materials. Exit pathways and stairwells are not blocked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Potentially hazardous office chemicals are properly handled and stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Safety Data Sheets (SDS) are posted or available for all potentially hazardous office chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Employees receive periodic training in office safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Ergonomic considerations to fixed position and repetitive motion work have been considered in workplace design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>