

Office Safety Inspection Checklist

Department:

Date:

Inspector:

Location:

Administrative	Yes	No	N/A	Comments / Date Corrected
1. Is there a current IIPP in a location known and accessible to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have employees received required IIPP trainings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is there a safety bulletin board displaying Emergency phone numbers, evacuation routes safety meeting information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are Material Safety Data Sheets (MSDSs) on file and available to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the departmental Emergency Operations Plan include a floor plan/map of the department, including emergency evacuation route and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are fire inspections and fire drills documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Safety/Housekeeping	Yes	No	N/A	Comments / Date Corrected
1. Are the exits (doorways), exit aisles, or corridors free of obstacles and combustible storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are filing cabinets, bookcases and other items over 4 feet tall securely bolted to walls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are materials on shelves above chest level secured by doors or straps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are cubicle walls secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are coffee machines, etc. securely fixed to avoid risk of scalds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is overhead storage of heavy items prevented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are heavy files placed in bottom drawers to prevent tipping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are file drawers kept closed when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are stepladders provided for high storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are office areas cleaned & maintained regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are storage rooms & recycling areas neatly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are all waste materials placed in the proper waste containers and emptied regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Is flooring in good condition with loose rugs and mats secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Have missing or loose ceiling tiles been repaired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Is paper cutter equipped with guard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Do electric fans have a grill or guard for finger protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fire Protection	Yes	No	N/A	Comments / Date Corrected
1. Are exits visibly marked & clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are fire doors closed securely at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are stairwells clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are proper fire extinguishers available & inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are special procedures in place for workers with disabilities to assist them to exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are combustible materials stored in assigned storage cabinets or designated areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are materials stored at least 18 inches away from sprinkler heads or 24 inches from ceiling where no sprinkler system exists)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are fire drills held on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are electric space heaters plugged directly into walls, have working tip over switch and away from combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical	Yes	No	N/A	Comments / Date Corrected
1. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisle ways; not to be used as a permanent source of electrical supply- have additional outlets installed; not be linked together. No "thin zip cords.")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is clear access (36" clearance) provided to electrical panels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are cord or cable systems used to manage all cords or cables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are extension cords at minimum 14 gauge (heavy-duty), 6' or less, and servicing only one appliance or fixture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is faulty or broken equipment removed from service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are lamps well clear of drapes, papers and other combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computer Workstations	Yes	No	N/A	Comments / Date Corrected
1. Are the keyboard and mouse within easy reach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are keyboard and monitor aligned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are chairs used at computer workstations adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is leg and knee clearance available under the desk surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Supervisor Signature:

Date: