OFFICE AREA MONTHLY SAFETY INSPECTION CHECKLIST

INSPECTION BY :

Date: _____

CWC Supervisor _____

CWC : _____

SFC Supervisor /Leader _____

Location : _____

Employee: _____

	Y es / No		Date Corrected / Reason not Corrected
1. Is the office area free of environmental/hazards such as: dust, chemical, heat, cold or excessive noise?	☐	☐	
2. Are all work areas clean, sanitary, orderly, and adequately illuminated?	☐	☐	
3. Are wrist supports present at computer workstations?	☐	☐	
4. Is the workstation computer screen at comfortable height?	☐	☐	
5. Is the workstation designed to minimize or eliminate twisting at the waist, reaching above the shoulder, or bending at the waist?	☐	☐	
6. Have you prevented employees' hands or arms from being subjected to pressure from sharp edges on work surfaces?	☐	☐	
7. Where chairs or stools are provided, are they easily adjustable and suited to the task?	☐	☐	
8. Are all task requirements visible from comfortable positions?	☐	☐	
9. Are emergency phone numbers, fire evacuation procedures and locations posted where they can be readily found in case of an emergency?	☐	☐	
10. Is the staff aware of disabled persons in their area who may need assistance out of the building? (i.e., a hearing impaired person may need assistance to advise them of a fire alarm sounding.)	☐	☐	
11. Is proper clearance maintained below sprinkler heads? 29 CFR 1910.159 (c) (10): The minimum vertical clearance between sprinklers and material below shall be 18 inches.	☐	☐	
12. Are appropriate fire extinguishers mounted, located, and identified so that they are readily accessible to employees?	☐	☐	
13. Are all fire extinguishers inspected and recharged regularly and noted on the inspection tag?	☐	☐	
14. Are exits properly marked?	☐	☐	

	Y es / No		Date Corrected / Reason not Corrected
15. Is lighting in hallways and on exit signs operational?	☐	☐	
16. Are exits free of obstructions?	☐	☐	
17. Are cords and cables connections intact and secure?	☐	☐	
18. Are extension cords being used correctly and equipped with a three-conductor cable? (not in place of permanent wiring, run through walls, ceilings, doors; no damaged or taped cords; no daisy chained)	☐	☐	
19. Do electrical cords have a ground prong?	☐	☐	
20. Are flexible cords in good condition?	☐	☐	
21. Are all unused openings (including conduit knockouts) and fittings enclosed with appropriate covers?	☐	☐	
22. Are Material Safety Data Sheets readily available for all hazardous substances in the office?	☐	☐	
23. Are permits for microwaves, and the coffee mess current and posted?	☐	☐	
24. Are refrigerators, microwaves, and the coffee mess area clean?	☐	☐	
25. Are VPP bulletin boards up to date?	☐	☐	
26. Are all doors at least 28” in width and are exit/egress doors 36” in width? (29CFR 1910.37)	☐	☐	
27. Are primary and secondary means of egress identified for your area? (NOTE: These should be posted.)	☐	☐	
28. Are office areas uncluttered, without excessive accumulation of paper or other combustible material?	☐	☐	
29. Is there at least 18 inches of open space (room) provided in office areas between desks and other furniture, and adjacent to doors to facilitate exit into hallways? (NOTE: Where special needs personnel are located, American for Disabilities Act (ADA) requirements will apply.)	☐	☐	
30. Are all materials stored such that they are easily retrieved without climbing on equipment or surfaces?	☐	☐	
31. Are items such as bookcases, shelving units, pictures, and bulletin boards secured and stable?	☐	☐	

Add any additional items in the area provided below:

32.	☐	☐	
33.	☐	☐	
34.	☐	☐	
35.	☐	☐	
36.	☐	☐	
37.	☐	☐	
38.	☐	☐	
39.	☐	☐	
40.	☐	☐	
41.	☐	☐	
42.	☐	☐	
43.	☐	☐	

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