

OFFICE INSPECTION CHECK LIST

LOCATION: _____ DATE: _____
MANAGER: _____ DEPARTMENT: _____
INSPECTOR: _____ JOB TITLE: _____

Administration and Training

- Yes No N/A A 1. Are the safety records (inspections, training documents, etc.) maintained in a centralized file for easy access and current?
- Yes No N/A A 2. Have all employees attended Orientation & Safety training program?
- Yes No N/A A 3. Do all employees have access to the Emergency Action Plan and know their responsibilities under that plan?
- Yes No N/A A 4. Are chemical products used in the office being purchased in small quantities?
- Yes No N/A A 5. Are all employees familiar with the use of SDS's and where they are located?
Provide location: _____
- Yes No N/A A 6. Are the Cal/OSHA information poster, Worker's Compensation Information, and Annual Injury and Illness summaries posted?
Date on annual postings should be **XXXXX of the current year.**
- Yes No N/A A 7. Are annual workplace inspections being performed and documented?

General Safety

- Yes No N/A G 1. Are exits, fire alarms, pull boxes, and sprinklers clearly marked and unobstructed?
- Yes No N/A G 2. Are aisles and corridors unobstructed to allow unimpeded evacuations?
- Yes No N/A G 3. Is a clearly identified, unobstructed, charged, currently inspected and tagged, wall- mounted fire extinguisher available within 75 feet of all work areas? For extinguisher service, contact Shops' maintenance dept (5-7593).
- Yes No N/A G 4. Are ergonomic issues being addressed for employees using computers?
- Yes No N/A G 5. Is a fully stocked first-aid kit available? Is the location known to all employees in the area?
- Yes No N/A G 6. Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes?
- Yes No N/A G 7. Are books and heavy items and equipment stored on low shelves and secured to prevent them from falling on people during earthquakes?
- Yes No N/A G 8. Is the office kept clean and organized of trash and recyclable materials promptly removed?
- Yes No N/A G 9. Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or broken insulation?

Electrical Safety

- Yes No N/A E 1. Are circuit breaker panels accessible and labeled?
- Yes No N/A E 2. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
- Yes No N/A E 3. Is lighting adequate throughout the work environment?
- Yes No N/A E 4. Are extension cords being used correctly? They must not run through walls, doors, ceiling, or prevent a trip hazard running across aisles. Extension cords are for temporary use only.
- Yes No N/A E 5. Are portable electric heaters being used? Is the user department aware of Executive Order 987 banning the use of resistance heaters in university facilities?

Certification of Completion

Manager: _____ Date: _____

Director Approval: _____ Risk Management: _____

