

OFFICE SAFETY INSPECTION CHECKLIST

This checklist from the Pennsylvania government addresses responsibilities and possible safety hazards which may be present in an administrative work location. This form is to be completed by employees who have been trained to perform safety inspections. To complete the checklist, employee interviews and some records review will occur. Upon completion, the form is provided to all managers and supervisors at the work location and one copy is provided to the safety coordinator. For any items checked "Unsatisfactory", an explanation must be provided on an attached sheet.

Inspection Location			
Agency:		Organization:	
Address:			
Housekeeping	Satisfactory	Unsatisfactory	N/A
Floor and aisles are free of litter and spilled liquids (water, pens, paper, etc.)			
Aisles are free of cords, boxes, chairs and other tripping hazards			
Desks or file drawers are closed when not in use and only one drawer is used at a time			
Ergonomics	Satisfactory	Unsatisfactory	N/A
All office equipment is being used correctly			
Employees are properly positioned at their desks and maintain good neutral posture			
Employees are using their workstations efficiently and avoiding stretching or reaching for objects placed far away			
Electrical	Satisfactory	Unsatisfactory	N/A
Electrical devices have DGS approval			
All extension cords are in good condition and are not frayed			
Extension cords are not being used as permanent wiring			
Evacuation/Fire	Satisfactory	Unsatisfactory	N/A
All aisles are at least 36 inches wide			
Doors are labeled as exits			
Exit signs are installed and lit from an internal or external source			
Doors are not locked to prevent exit from the building			
Fire doors are not propped open			
An evacuation plan is posted			
Fire extinguishers and pull stations are in the locations noted on the evacuation plan			
Fire extinguishers are identified with signs and not blocked			
Fire extinguishers appear to be in good condition and have been inspected			
Other Inspection Items	Satisfactory	Unsatisfactory	N/A
All areas are well lit and lights are functioning properly			
Office equipment is kept at least 18 inches from functioning radiators			
There are no observable drips or signs of water damage			
Flooring is in good condition and the carpets are not ripped and tiles are not broken or uneven			
Employees are refraining from unsafe behaviors (standing on chairs, etc.)			
Warning signs are posted near hazards (wet floors, repair work, etc.)			
Inspector name(s)	Date		