SAFETY INSPECTION CHECKLIST
Office Buildings

DEPARTMENT: _____   DATE: _____

SITE: _____   INSPECTED BY: _____

Instructions: Check each area covered on the inspection form. For every "No" box checked,
describe the situation and corrective action taken.

	Y	N	N/A	FLOORS AND WALKWAYS
1.	☐	☐	☐	Are all areas kept clean and orderly?
2.	☐	☐	☐	Are areas where people walk free of boxes, wastebaskets, chairs and other obstacles that impede traffic?
3.	☐	☐	☐	Are floors, aisles, and passageways kept clean and dry and all spills cleaned up immediately?
4.	☐	☐	☐	Are floors and carpets in good repair (clean, no cracks, holes, torn/frayed/lose edges, etc.)?
5.	☐	☐	☐	Are floor elevation changes (step up at door, edge of ramp, etc.) clearly marked?
6.	☐	☐	☐	Is lighting adequate? Are burned out bulbs replaced in a timely manner?
7.	☐	☐	☐	Are restrooms kept clean with dry floors?
8.	☐	☐	☐	Are "Wet Floor" signs used when floors are mopped or maintained?
9.	☐	☐	☐	Are mats used at entrances on wet days to prevent floors from becoming slippery?
10.	☐	☐	☐	Are electric cords, computer cables, telephone wires positioned so that they are not a tripping hazard?
	Y	N	N/A	DESKS / FILE CABINETS
11.	☐	☐	☐	Are file cabinet drawers and desk drawers kept closed?
12.	☐	☐	☐	Are file cabinets loaded evenly to avoid top-heaviness?
	Y	N	N/A	STORAGE AREAS
13.	☐	☐	☐	Are shelving units and racks strong, stable, free from damage?
14.	☐	☐	☐	Is storage neat, stable?
15.	☐	☐	☐	Are heavy, bulky items stored in low and middle shelves; frequently handled items in shelves between knuckle height and shoulder height?
16.	☐	☐	☐	Where needed, are appropriate ladders readily available for access to higher shelves?
17.	☐	☐	☐	Have all employees been instructed in safe lifting techniques?
18.	☐	☐	☐	Are employees prohibited from climbing on racks, shelves? (Shelves show no evidence of being climbed on?)
19.	☐	☐	☐	Are hand trucks available for moving heavy items?
	Y	N	N/A	STAIRS
20.	☐	☐	☐	Are stairway handrails, treads and risers in good condition?
21.	☐	☐	☐	Are all stairs free of litter, spills, other tripping, slipping hazards?
22.	☐	☐	☐	Are all stairways adequately lighted?

	Y	N	N/A	
23.	☐	☐	☐	Are step risers on stairs uniform from top to bottom?
24.	☐	☐	☐	Are there stair rails on all stairways of more than four stairs ?
	Y	N	N/A	BUILDING ACCESS
25.	☐	☐	☐	Are transparent glass doors marked (decals, etc.) so they will be seen?
26.	☐	☐	☐	Are closing mechanisms on doors properly adjusted? Do doors open/close easily?
27.	☐	☐	☐	Are all exits marked with an exit sign and illuminated by a reliable light source?
28.	☐	☐	☐	Are all exits always kept free of obstructions?
29.	☐	☐	☐	Is the direction of exits, when not immediately apparent, marked with visible signs?
30.	☐	☐	☐	Are doors or other passageways, that are neither exits not access to an exit, and located where they may be mistaken for exits, marked "Not An Exit", "Storeroom", etc.?
31.	☐	☐	☐	Are outdoor areas (sidewalks, benches, etc.) well maintained (cracks, broken pieces, uneven surfaces, any need of repairs)?
32.	☐	☐	☐	Are parking areas in good repair, marked, and with adequate lighting?
	Y	N	N/A	MEDICAL, FIRST AID, AND EVACUATION
33.	☐	☐	☐	Is there always at least one employee on duty currently qualified to render first aid?
34.	☐	☐	☐	Are approved first-aid supplies readily available, inspected, and replenished?
35.	☐	☐	☐	Are emergency phone numbers (ambulance, doctor, fire department, etc.) posted?
36.	☐	☐	☐	Is an evacuation plan in place and have all employees been instructed on procedures regarding evacuations?
37.	☐	☐	☐	Do alarm bars on exit doors operate correctly? Do they release immediately in an emergency?
38.	☐	☐	☐	Are emergency evacuation plans posted as needed
	Y	N	N/A	FIRE PROTECTION
39.	☐	☐	☐	Are fire extinguishers fully charged and mounted in designated places?
40.	☐	☐	☐	Are extinguishers located along normal paths of travel? Are they accessible?
41.	☐	☐	☐	Are extinguishers free from obstruction or blockage?
42.	☐	☐	☐	Are all extinguishers checked monthly to see if they are in place and ready for use?
43.	☐	☐	☐	Are fire drills conducted at least annually?
44.	☐	☐	☐	Have employees been instruction on how to use a fire extinguisher?
45.	☐	☐	☐	Are doors to enclosed stairwells kept closed at all times?
46.	☐	☐	☐	Are nozzle heads for any sprinkler system directed or arranged so that the water will not be sprayed into operating electrical switch boards and equipment?
47.	☐	☐	☐	Are "No Smoking" rules enforced?
48.	☐	☐	☐	Are areas where smoking is permitted designated and appropriate ashtrays provided?
	Y	N	N/A	LADDERS
49.	☐	☐	☐	Are ladders checked regularly for wear and tear and damage?
50.	☐	☐	☐	Are employees following proper ladder safety guidelines?
	Y	N	N/A	ELECTRICAL WIRING
51.	☐	☐	☐	Is electrical equipment accessible and in good repair?
52.	☐	☐	☐	Are exposed wires, frayed cords, deteriorated insulation repaired or replaced promptly?
53.	☐	☐	☐	Are face plates and covers in place on all electrical boxes, outlets, switches, etc.?
54.	☐	☐	☐	Are computers, other electronic equipment protected by appropriate surge protection?
55.	☐	☐	☐	Are all cord-connected electrical appliances, tools and equipment (such as vacuums, polishers, vending machines, drills, microwave, refrigerator, etc.) effectively grounded

			(3-wire cord & 3-prong plug) or of the approved double-insulated type?
56.	☐	☐ ☐	Are electrical cords arranged so as not to create a tripping hazard?
57.	☐	☐ ☐	Are adequate numbers of receptacles provided, in the correct locations, to provide power for cord-connected equipment?
58.	☐	☐ ☐	Are extension cords used only on a temporary basis and are they grounded?
	Y	N N/A	RECORDKEEPING
59.	☐	☐ ☐	Is employee Job Safety and Health Protection poster (OSHA or equivalent state poster) prominently displayed?
60.	☐	☐ ☐	Are all appropriate posters and information posted and accessible?

CORRECTIVE ACTION TAKEN:

——

OTHER COMMENTS:

——

RISK MANAGER COMMENTS:

——