



Office Safety Checklist

Company Name:

Written Program ID:

Date:

General Industry

This is (Company Name) Office Safety Plan. It applies to all our work operations.

(Name) will be responsible for overall direction of the Safety Program.

Introduction

Although office work is generally considered one of the safest of all activities, slips and falls, collisions with desks and open drawers, strains from unauthorized moving of furniture and other similar accidents resulting in injury are common in offices. The following general safety rules shall therefore be observed in all offices:

General Office Procedures

- Be extra cautious when you come up to a door that can be opened in your direction. Be careful when pushing open such a door.
- Do not move heavy office furniture and office equipment unless properly trained and authorized. Do not be afraid to ask for help when moving heavy objects.
- Do not stack 2-drawer or 3-drawer filing cabinets on top of one another.
- Do not use extension cords as permanent wiring. Be sure electrical cords and telephone cords are out of the normal traffic patterns where they could cause a trip hazard. If necessary, use cord cover.
- Keep all file, desk, and table drawers closed when not in use.
- Keep paper clips, thumb tacks, and pins in a place where they cannot injure you.
- Keep the blades of paper cutters closed and locked when not in use.
- Look for and eliminate damaged floor coverings.
- Make sure that desks and work areas are clean and orderly. Pick up items such as pencils or paper clips, especially when they have fallen on the floor. Good housekeeping is the key to a safe office environment.
- Message spindles can cause puncture wounds to the hands and arms. When message spindles are used, protect the point with a blunt cover and bend the point to a horizontal angle.
- Never open more than one file drawer at a time.
- Never overreach while climbing on a step ladder because you may lose your balance and fall. Never use the top rung of a stepladder.
- Never use chairs, desks, or other office furniture as makeshift ladders. Always use a step ladder.
- Overloading the top drawer of unsecured file cabinets has caused many injuries. If unfamiliar with file cabinets or desk drawers, be careful not to pull them out to full extension. There may be no locking device on inexpensive or older models.
- Paper can cut. Use a sponge or other wetting devices for envelopes. Use rubber finger guards when working with stacks of paper.
- Put heavy materials in bottom drawers.
- Scissors, paper cutters, and similar office devices can cause minor, but painful injuries. Always use such equipment carefully. Report such injuries at once. Take first aid measures to avoid infection and seek medical care if necessary.



- Slow down when coming to a 'blind' corner.
- Tilting chairs and chairs with casters can be hazardous when improperly used. Make sure they are in good working condition.

Office Equipment and Machines

Office machines and electrical appliances present special hazards in the office. The following safety rules regarding office machines and electrical appliances shall be observed:

- Be sure your computer terminal and chair are properly adjusted for you. Ask for assistance if you do not know how to adjust your chair, keyboard, or display.
- Carefully handle knives, scissors, and writing instruments.
- Certain office machines such as paper shredders or blueprint machines present special hazards if not used properly. Follow the vendor's operating and maintenance instructions.
- Coffee makers and heaters can be fire hazards. Never leave a coffeemaker or heater on after working hours. Be sure heater is not placed near combustible materials, or where it may be a trip hazard.
- Do not use makeshift equipment, and do not use equipment in ways in which it is not intended to be used. Suitable office equipment shall be used for stamping, sharpening, and cutting.
- Inspect electrical equipment and appliances to be sure that cords are in good condition and that plugs are not cracked, frayed, or broken.
- Inspect your fire extinguishers monthly. Have the extinguishers re-charged annually.
- Never leave knives with the blade exposed. Guard the blade with a sheath or remove the blade and store it in a closed container. Replace broken blades.
- Remove liquid toner for copy machines from the carton and store it in a metal cabinet or metal file drawer away from combustible materials.
- Store flammable materials, e.g., alcohol, board cleaner, etc. away from combustible materials.
- Unless otherwise identified, always be sure that electrical equipment such as personal computers (PCs), word processors, electric typewriters, calculators, etc. are turned off at the end of the day.



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Office Inspection Checklist

Date: _____

Inspector(s) _____

Description	Corrective Action Needed	Date Completed/ Initialed
General Work Environment		
Worksites are clean and orderly.		
Works surfaces are kept dry or are the appropriate means taken to assure the surfaces are slip-resistant.		
Spilled materials or liquids are cleaned up immediately.		
Any combustible, flammable materials, debris, and waste are stored safely and removed from the worksite promptly and in a safe manner.		
All restroom facilities are kept clean and sanitary.		
All work areas are properly illuminated.		
Inconsistencies in the floor surface made safe with proper warning signs, as well as the measures that should be taken to correct the problem.		
Posting of Emergency Phone Numbers and other OSHA required posters are in a conspicuous location.		
First aid supplies are available.		
Fire extinguishers are available and currently checked.		



Corridors		
Corridors are well lighted. If a light is out, is it reported?		
Corridors kept free and clear of obstacles. If equipment is stored or being used in a corridor, is the user insuring that at least a 48-inch clearance is available for people passing through.		
Slippery surfaces covered with a non-slip material. Rugs that are loose or puckered are made safe and reported immediately.		
Spills of liquids (toner, cleaning fluids) reported immediately to the responsible person.		
Any uneven or elevated sections of the floor have been identified by sign for those unfamiliar with the corridor.		
Kitchen		
Spills are cleaned up immediately.		
Broken glass is cleaned up immediately.		
Electrical outlets in the kitchen are not overloaded and appliances are not near the sink or consistently wet areas.		
Hot surfaces or sharp edges have been properly identified as such.		
Microwave instructions (e.g., no aluminum foil in the microwave) are posted in the kitchen area and in a place near the microwave.		
Cabinet doors and drawers are closed. Overhead cabinet doors are closed so someone standing up will not be in danger of hitting his head.		



Employee Lounge		
If smoking is allowed, ashtrays are utilized and emptied after use only if the ashes are cold.		
All furniture is in good working order.		
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Duplicating		
Floor is free of debris, (e.g., paper clips, rubber bands, etc.) that could cause a slip or fall.		
Duplicating operators have received chemical safety training for the handling of toner bottles and powders. Additional training is provided as necessary.		
When handling toner and other toxic liquids/powders, employees comply with safety procedures.		
Paper shredder is operating properly. There are no sharp edges or exposed wires.		
Stairs and Stairways		
Handrails on stairs are safe and securely fastened.		
Stairways are well lighted.		
Spills and surface inconsistencies (e.g., torn or frayed carpeting) are eliminated or made safe until they can be corrected.		
Workstations and Offices		
Workstations are well lighted, as well as burnt out overhead fluorescent lighting has been replaced.		



Adequate ventilation is provided.		
Chairs, computer equipment, keyboard trays, etc. are ergonomically suitable. Affected employees have been trained how to adjust their equipment.		
Surge protector for the computer only used for computer appliances.		
Furniture is adjusted and positioned properly so as to minimize strain.		
No exposed wires or extension cords across walkways.		
Exit Doors		
Exit doors have been constructed to serve as an obvious and direct way of exit travel.		
Exits are marked with an exit sign and properly.		
Windows that may be mistaken for exit doors have been made inaccessible by means of barriers or railings.		
Exit doors can be opened from the direction of exit travel, without use of a key, or any special knowledge or effort, when the building is occupied.		
Emergency hardware installed on an exit door has been tested and is properly functioning.		
Doors that swing in both directions and are located between rooms where there is frequent traffic are provided with viewing panels in each door.		



Electrical		
Employees have been instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines.		
Electrical appliances such as vacuum cleaners, polishers, and vending machines are properly grounded.		
Extension cords being used should have grounding conductors and are not used as permanent wiring.		
Exposed wiring or cords with frayed or deteriorated insulation are immediately removed upon their detection.		
Flexible cords and cables are free of splices.		
All cord, cable, and raceway connections are kept intact and secure.		
All employees who regularly work on or around energized electrical equipment or lines have been instructed in CPR methods.		
Other		
A chart should be posted for correct lifting procedures to prevent back injuries.		

