

Safe Office Checklist

OFFICE OF COMPLIANCE, Office of the General

Counsel



Staying alert to potential office hazards will make your office a safer place in which to work. This checklist can help you avoid such hazards.

This checklist is a tool that can be used when conducting a systematic survey of work spaces. Having a designated individual periodically use this checklist to evaluate each office will better ensure a safe and healthful work area.

Hazard Type	Corrective Actions	√	Notes
Electrical	Power cords and plugs for electrical equipment are free from damage.		
	All electrical equipment is approved for commercial use by a nationally recognized testing laboratory.		
	Extension cords are used for fewer than 90 days.		
	All electrical equipment is plugged directly into a surge protector or into a wall or floor outlet.		
	All surge protectors are plugged directly into an outlet, not into one another.		
	Electrical devices requiring grounding have a 3-pronged plug.		
	The energized wiring in modular furniture is properly covered.		
	Electrical outlets and switches have faceplates, are free from any defects, and are securely installed.		
	Multitaps (multiple plug-ins) and light duty extension cords are not in use.		
	Electrical outlets within six feet of a sink or wet location have ground fault circuit interrupter (GFCI) protection.		
	Surge protectors are not suspended by any power cords.		
Fire Safety	All space heaters have a tip-over switch which automatically turns them off if they tip over.		
	All exit paths are at least 28 inches wide and free of obstructions.		
	All materials are stored lower than 18 inches below the plane of fire sprinkler heads.		
	No power cords run under carpets.		
	All ceiling tiles are in place and undamaged.		
Mechanical Hazards	The blade guards on all electric fans are in good condition and do not have any openings larger than ½ inch.		

Hazard Type	Corrective Actions	√	Notes
	All straight-edge cutters are equipped with a guard to keep fingers from getting under blade.		
	Stored materials are stable and are not prone to falling over. All shelving is anchored to the wall or an adjacent unit.		
Trip & Fall Hazards	File and storage cabinets are arranged so drawers and doors do not extend into walkways.		
	Power or communications cords across walkways are covered to prevent tripping.		
	Stepladders do not have missing, loose, or broken rungs or braces.		
	Area carpets are secured in place and are in good condition.		
	Floors have no slippery spots.		
Emergency Response	All employees are familiar with the office's Emergency Action Plan		
	All employees understand how to properly respond to emergencies, including the evacuation of visitors and individuals with disability.		
	Electrical panels and fire extinguishers are not blocked, so they may be easily accessed during an emergency.		
	The emergency evacuation plan is tailored to the needs of the employees including those with disabilities.		
Safety Considerations for Employees and Visitors with Disabilities	Routes to all areas within the office are at least 36 inches wide to accommodate wheelchairs.		
	A specialized emergency evacuation plan is available and worker training has been provided.		
	Necessary specialized alarm devices are available.		
	Office staff is aware of the nearest staging area or wheelchair accessible exit discharge.		

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