

Safety Survey Checklist Instructions and Information–Office Area

The information below includes a detailed description pertaining to corresponding items listed in the Safety Survey Checklist for Office Area inspection form and must be used while performing the safety survey. All requirements listed within each item must be in compliance. List any reasons for non-compliance in the applicable comments section on the inspection form.

GENERAL SAFETY

1. Employee health and safety information includes: Emergency evacuation routes (posted in main egress corridors), Notice to Employees-Injuries Caused By Work posting (provided by Human Resources), and emergency procedures booklet.
2. A minimum 36" clearance is maintained in paths leading to exit doors. A minimum 24" aisle clearance is maintained in areas serving employees only. Floors are in a secure, safe, and unobstructed condition free from slipping and tripping hazards to allow for a quick exit. Materials are not stored or located in main egress corridors, exits, and stairwells (includes in and below). Electric cords, telephone, and computer cables are secured.
3. Adequate lighting is provided and maintained for a safe working environment.
4. First aid kits are available to employees and stocked at all times. Employees are informed about the location of the first aid kits.
5. Storage racks (include contents) with upper storage level more than 5 feet in height and permanent floor supported cabinets and book stacks more than 6 feet in height (include contents) are seismically restrained (braced or fastened). Lips/restraints or doors are used on storage shelves. There is no unsafe or high overhead storage. Items of any height are secured to prevent falling and blocking access to exits.
6. Heaviest material is stored in bottom drawers of file cabinets. File and desk drawers open and close easily. Furniture and fixtures are free of sharp edges. Office equipment, tables, chairs, etc. are in good condition. Employees are trained for safe use of office equipment and materials.
7. All stepstools and stepladders are in good working condition at all times for safe use, including safety tread is present on all stepstools and stepladders.
8. Good housekeeping is maintained, including storage and work areas are free of clutter, clean, and orderly.
9. Employees are aware of health and safety requirements, including the Violence-Free Workplace Policy. Employees acknowledge and understand to report safety and security-related concerns to their supervisor.

FIRE AND LIFE SAFETY

1. Public exit doors are clearly marked. All exit doors and egress pathways leading to them are unobstructed with at least 36" clearance.
2. All emergency equipment (i.e. pull stations, fire extinguishers) has a clear, unobstructed path, and is easily accessible. Materials are stored at least 18 inches below sprinkler head deflectors in sprinklered areas. Campus telephones are working and accessible.
3. Fire doors are unobstructed, closed, and no doorstoppers or wedges are being used to keep them open.
4. Fire extinguishers are visible, accessible, in good condition, certified annually (indicated on tag), and inspected monthly by an outside contractor. Fire extinguishers are wall-mounted in their designated locations with intact tamper seals and location signs in place, if needed for visibility.
5. Fire alarm audio visual devices are easily seen, free of obstruction, and functioning properly.
6. The no smoking policy is enforced and employees are not permitted to smoke within 20 feet of the building.
7. Employees are informed of emergency evacuation procedures, how to report a fire or other emergency, and how to use a fire extinguisher. Employees participate in evacuation drills.

ELECTRICAL SAFETY

1. Electrical components including: switches, appliances, outlets, plugs, and cords are in safe working condition (cords are not frayed, no electrical tape, no splicing).
2. Only UL approved power strips or cube adapters with circuit breakers are used. Plug adapters are not used and extension cords are approved for temporary use only (90 days). Electrical cords are properly secured (wrapped or tied together), secured to wall (not hanging), not situated under mats or in aisle ways or in any other way so they are a physical hazard. Power strips are plugged directly into approved electrical outlets.
3. Electrical and circuit breaker panels have a minimum of 36" unobstructed access (not blocked). Panel doors are kept closed and latched.