

# OFFICE SAFETY CHECKLIST

**INFORMATION:**

Is the Fire Bill and Fire Evacuation Diagram Posted in work spaces? (One of each near major building exits)	Y	N	_____
Is the DOD Safety and Occupational Health Program placard posted? (One per work area)	Y	N	_____
Is the Unsafe/ Unhealthful Working Conditions placard posted? (One per work area)	Y	N	_____

**OFFICE SPACE #1:**

BLDG# \_\_\_\_\_

Are fire extinguishers in proper location and of proper type?	Y	N	_____
Are fire extinguishers checked monthly?	Y	N	_____
Is the fire bill posted?	Y	N	_____
Is the fire evacuation plan posted?	Y	N	_____
Are exits clearly marked?	Y	N	_____
Does emergency lighting function properly?	Y	N	_____
Are sprinkling valves and alarm boxes accessible?	Y	N	_____
Are electrical face plates covering all outlets?	Y	N	_____
Are surge protectors used for electronics only?	Y	N	_____
Are extension cords being used properly?	Y	N	_____
Are fuse boxes, power shut off and switch panels accessible?	Y	N	_____
Are coffee pots properly shielded?	Y	N	_____
Are floors smooth clean and free of slippery substances?	Y	N	_____

**OFFICE SPACE #2:**

BLDG# \_\_\_\_\_

Are fire extinguishers in proper location and of proper type?	Y	N	_____
Are fire extinguishers checked monthly?	Y	N	_____
Is the fire bill posted?	Y	N	_____
Is the fire evacuation plan posted?	Y	N	_____
Are exits clearly marked?	Y	N	_____
Does emergency lighting function properly?	Y	N	_____
Are sprinkling valves and alarm boxes accessible?	Y	N	_____
Are electrical face plates covering all outlets?	Y	N	_____
Are surge protectors used for electronics only?	Y	N	_____
Are extension cords being used properly?	Y	N	_____
Are fuse boxes, power shut off and switch panels accessible?	Y	N	_____
Are coffee pots properly shielded?	Y	N	_____
Are floors smooth clean and free of slippery substances?	Y	N	_____

**MISCELLANEOUS:**

Do vending machines have safety label near coin slot warning of tipping?	Y	N	_____
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