

MSA FACILITIES SAFETY AND HEALTH INSPECTION PROGRAM

Office Fixtures and Furniture



Approved for Public Release;
Further Dissemination Unlimited

Office Fixtures and Furniture

At the completion of this unit you shall be able to:

1. Utilize section D of the Safety and Health Hazard Inspection Program Checklist to identify compliant and non-compliant safety behaviors.
2. Identify areas of concern requiring immediate action to.

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this presentation!

Office Fixtures and Furniture

- Section D of the checklist outlines the issues that could create a hazard involving the furnishings in offices. There are 8 items in section D.

**MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH
HAZARD INSPECTION CHECKLIST**

No.	Inspection Observations	Compliant? Y•N•N/A	See Comments (indicate with X)
2	Chairs are designed to properly support the user.		
3	Keyboard or input device are designed or arranged to ensure the hands and wrists are able to perform their tasks safely.		
4	The monitor(s) are positioned in a manner that the user is able use them without having to bend their head or neck.		
5	Work station design is ergonomically designed to minimize employee injury.		
6	Other		
D	OFFICE FIXTURES AND FURNITURE		
1	Chair visual inspections are complete and any chairs with deficiencies are pulled from service.		
2	Drawers of files and desks closed when not attended.		
3	File cabinets, storage cabinets, desk organizers, and book shelves stable or anchored.		
4	Materials stored in cabinets and book cases such that the heavier materials are closest to the floor.		
5	Adequate space for egress (28") from behind desk to exit.		
6	No burrs or sharp edges on office equipment or furnishings.		
7	Cords and cables properly routed to prevent tripping hazard.		
8	Sharp objects properly stored.		
9	Other		
E	REQUIRED SAFETY POSTINGS (Main Administrative Buildings Only)		
1	Approved DOE OSHA poster informing employees of the Department of Energy OSHA Act protections and obligations is posted.		
2	Worker Bill of Rights document is posted. ***		
3	Master Safety Rules document is posted. ***		
4	Stop Work Responsibility document is posted. ***		
5	Building emergency plan is posted and current		
6	Other		
F	HOUSEKEEPING		
1	Employees maintain floors clean, dry, with no slippery areas.		
2	Employees maintain aisles and passageways unobstructed.		
3	Employees are using material control practices to keep work areas in safe configuration.		
4	Work area lighting appears adequate.		
5	Floor loading limits posted or understood and are not exceeded for material storage on structurally supported surfaces.		
6	Employees control combustibles in work area. (Combustibles are not collected/stored under horizontal surfaces that cannot be reached by sprinkler heads)		

3

A-8004-299 (REV 2)

Office Fixtures and Furniture

1. Chair visual inspections are complete and any chairs with deficiencies are pulled from service.
2. Drawers of files and desks closed when not attended.
3. File cabinets, storage cabinets, desk organizers, and book shelves stable or anchored.
4. Materials stored in cabinets and book cases such that the heavier materials are closest to the floor.
5. Adequate space for egress (28") from behind desk to exit.
6. No burrs or sharp edges on office equipment or furnishings.
7. Cords and cables properly routed to prevent tripping hazard.
8. Sharp objects properly stored.
9. Other

Office Fixtures and Furniture

1. Chair visual inspections are complete and any chairs with deficiencies are pulled from service.
- ▣ The purpose of this item is to ensure that the chairs we use are safe and will support us.



Office Fixtures and Furniture

1. Chair visual inspections are complete and any chairs with deficiencies are pulled from service.
 - ▣ The purpose of this item is to ensure that the chairs we use are safe and will support us.
 - ▣ There have been incidents in the past where chairs that were not inspected or maintained did end up causing an injury.



Office Fixtures and Furniture

1. Chair visual inspections are complete and any chairs with deficiencies are pulled from service.
 - ▣ A compliant rating would indicate that the chairs are in good shape, not damaged, and have had the annual inspections by maintenance services.



Office Fixtures and Furniture

1. Chair visual inspections are complete and any chairs with deficiencies are pulled from service.
 - ▣ A compliant rating would indicate that the chairs are in good shape, not damaged, and have had the annual inspections by maintenance services.
 - ▣ A non compliant rating would indicate that this was not the case.



Office Fixtures and Furniture

2. Drawers of files and desks closed when not attended.

- ▣ This item deals with ensuring that file and desk drawers are closed when not actually being accessed for materials or files. Many times people walking through an office area trip over drawers or are struck by open drawers when they are not aware they are there.



Office Fixtures and Furniture

2. Drawers of files and desks closed when not attended.

- ▣ A compliant rating would indicate that the drawers are closed when the files or desks are unattended.



Office Fixtures and Furniture

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- ▣ A compliant rating would indicate that the drawers are closed when the files or desks are unattended.
- ▣ A non compliant rating would indicate that this was not the case.



Office Fixtures and Furniture

3. File cabinets, storage cabinets, desk organizers, and book shelves stable or anchored.
- ▣ While most bookcases, desk organizers, and cabinets are sturdy, some tall furniture can be unstable and tip over if bumped. In order to prevent your furniture from falling over, you must secure it to the wall.



Office Fixtures and Furniture

3. File cabinets, storage cabinets, desk organizers, and book shelves stable or anchored.
 - ▣ This item is concerned with ensuring that these items of office furniture are secure and will not collapse or fall over.



Office Fixtures and Furniture

3. File cabinets, storage cabinets, desk organizers, and book shelves stable or anchored.
 - ▣ A compliant rating would indicate that the furniture was secured as necessary.



Office Fixtures and Furniture

3. File cabinets, storage cabinets, desk organizers, and book shelves stable or anchored.
 - ▣ A compliant rating would indicate that the furniture was secured as necessary.
 - ▣ A non compliant rating would indicate this was not the case.



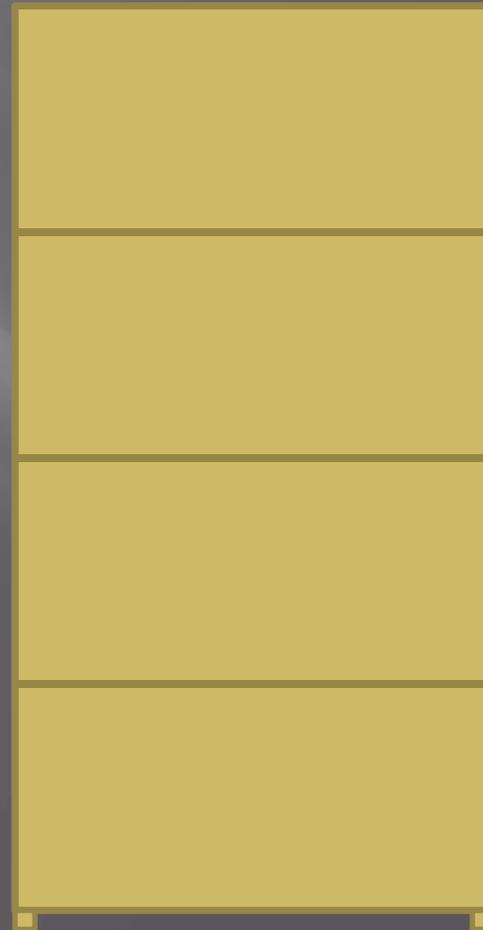
Office Fixtures and Furniture

4. Materials stored in cabinets and book cases such that the heavier materials are closest to the floor.
 - ▣ This item is to check to see if the storage in cabinets and shelves are such that there is less of a chance of, causing the unit to be unstable or having the material fall off.



Office Fixtures and Furniture

4. Materials stored in cabinets and book cases such that the heavier materials are closest to the floor.
 - ▣ What we are looking for is the location of the load on shelves of the unit.



Office Fixtures and Furniture

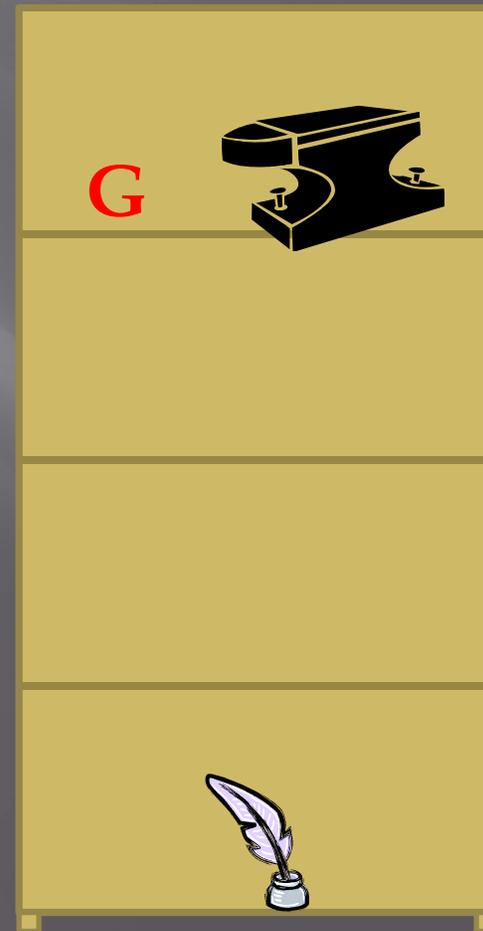
4. Materials stored in cabinets and book cases such that the heavier materials are closest to the floor.

- What we are looking for is the location of the load on shelves of the unit.
- Let's say the "G" is the center of gravity of the shelf.
- Let's also say we have two items:
 - Heavy
 - Light
- If the unit has the heaviest object towards the bottom of the unit the center of gravity will shift towards the bottom and the shelf will be more stable.



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- Materials stored in cabinets and book cases such that the heavier materials are closest to the floor.
- If the loads are different:
 - Heavy Higher on shelves
 - Lighter lower on shelves
 - The center of gravity (G) will shift high and;
 - The unit will become unstable.



Office Fixtures and Furniture

4. Materials stored in cabinets and book cases such that the heavier materials are closest to the floor.

- ▣ A compliant rating would indicate that the distribution of the materials in the shelves help ensure that the cabinet or shelf unit is stable and won't tip over.



Office Fixtures and Furniture

4. Materials stored in cabinets and book cases such that the heavier materials are closest to the floor.

- ▣ A non compliant rating would indicate that the distribution of the materials in the shelves have created an unsafe unit that could topple over.



Office Fixtures and Furniture

5. Adequate space for egress (28") from behind desk to exit.

- ▣ The purpose of this item is to ensure that a means of egress from the cubicle or office is maintained.
- ▣ All paths must be at least 28" in width.



Office Fixtures and Furniture

5. Adequate space for egress (28") from behind desk to exit.
- ▣ A compliant rating would indicate that the path of egress was no less than 28" in width the entire path from the office (cubicle) to the exit from the building.



Office Fixtures and Furniture

5. Adequate space for egress (28") from behind desk to exit.

- ▣ A non compliant rating would indicate that the path of egress was cluttered or otherwise formed so that the means of egress was less than 28" in width.



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6. No burrs or sharp edges on office equipment or furnishings.

- ▣ One type of hazard you might not think of deals with the furniture in our offices and shops.



Office Fixtures and Furniture

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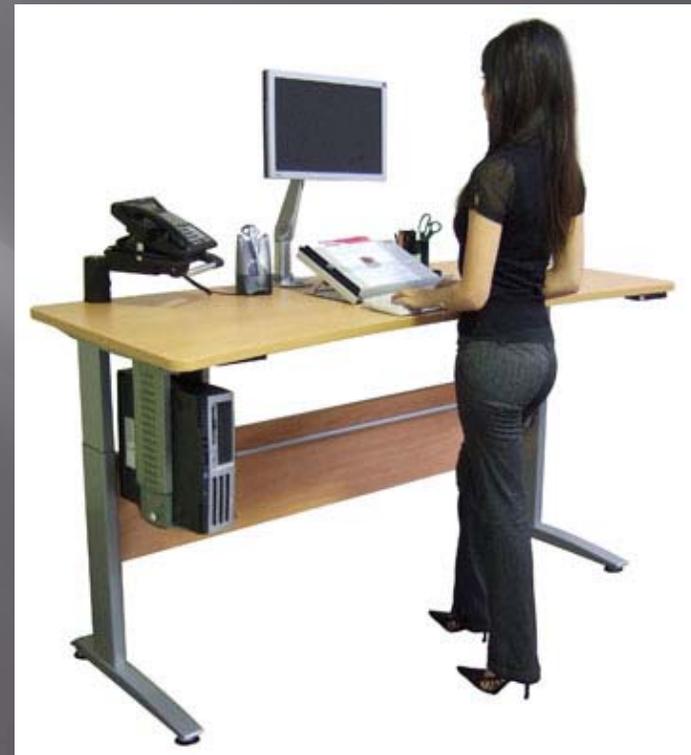
- ▣ One type of hazard you might not think of deals with the furniture in our offices and shops.
- ▣ We have furniture in our facilities that date back to the 1940's.



Office Fixtures and Furniture

6. No burrs or sharp edges on office equipment or furnishings.

- ❑ One type of hazard you might not think of deals with the furniture in our offices and shops.
- ❑ We have furniture in our facilities that date back to the 1940's.
- ❑ We also have furniture that is as new as within the last year.



Office Fixtures and Furniture

6. No burrs or sharp edges on office equipment or furnishings.

- ▣ Regardless if the furniture is old or new if the equipment is damaged for whatever reason it may still be serviceable but might have sharp edges or burrs that could cause cuts to workers using them or walking and brushing up to them.



Office Fixtures and Furniture

6. No burrs or sharp edges on office equipment or furnishings.

- ▣ If the furniture or other edges of the office (door jambs, window sills, etc.) are in good repair with no sharp edges or burrs then this would be considered a compliant item.



Office Fixtures and Furniture

6. No burrs or sharp edges on office equipment or furnishings.

- ▣ Conversely, if the furniture or other office furnishings have sharp edges, burrs, etc. this would be considered an non compliant rating and would need to be noted on the form and corrective actions began.



Missing end cap



Damaged arm, exposed metal edges

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7. Cords and cables properly routed to prevent tripping hazard.

- ▣ This item deals with an issue that is very common in many work stations here...Cables creating potential tripping hazards.
- ▣ Not only are we talking about power cords but also data and phone cords that we use.



Office Fixtures and Furniture

7. Cords and cables properly routed to prevent tripping hazard.

- ▣ We have a number of means of controlling cords but sometimes;



Office Fixtures and Furniture

7. Cords and cables properly routed to prevent tripping hazard.

- ▣ We have a number of means of controlling cords but sometimes;
- ▣ We get so wrapped up in our work we take shortcuts and create a hazard (cords going across work areas create a tripping hazard).



Office Fixtures and Furniture

7. Cords and cables properly routed to prevent tripping hazard.

- ▣ A compliant rating would indicate that the cords were orderly and not creating a tripping hazard.



Office Fixtures and Furniture

7. Cords and cables properly routed to prevent tripping hazard.

- ▣ A non compliant rating would indicate that there were issues with the organization of the cords.



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8. Sharp objects properly stored.

- ▣ This items deals with the storage of sharp objects. These can include a number of common things such as:



Office Fixtures and Furniture

8. Sharp objects properly stored.

- ▣ This items deals with the storage of sharp objects. These can include a number of common things such as:

- Scissors
- Box Cutters
- And even paper cutters (also called office guillotines)



Office Fixtures and Furniture

8. Sharp objects properly stored.

- ❑ A compliant rating would indicate that these had been stowed properly. (In the case of the guillotine it means that it has been set with the arm down and secured.)
- ❑ A non compliant rating would mean that the sharp objects in the office did present a cutting hazard to the workers.



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- If at any time you have any questions about how to fill out the form or about the items on the form please contact your project safety group.

**MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH
HAZARD INSPECTION CHECKLIST**

Facility:		Facility Representative:	
Date:		Team Member:	
Total Items Reviewed:		Team Member:	
Total Non-Compliant Items:		Team Member:	

No.	Inspection Observations	Compliant?	See Comments (indicate with X)
		Y•N•N/A	
A	FIRE PROTECTION INSPECTION <i>(All issues must be observed as applicable see note 2)</i>		
1	Emergency Lights - Each unit must be operable when tested.		
2	Portable Fire Extinguishers (PFE) - Each unit is properly mounted, an inspection tag is in place and reflects through previous month, the pressure gauge is in the "green" zone (where applicable).		
3	PFE is not obstructed, is visible, and the seal is not broken.		
4	Sprinkler Clearance - Clearance between the sprinkler deflector and the top of any storage is 18 inches or greater.		
5	Fire Riser Pressure Gauge Inspection - Inspect gauges to verify pressure to the building and pressure held in the fire system. Typically both gauges will have similar pressure readings.		
6	Fire Risers - Access to fire system sprinkler risers and other system components must be unobstructed.		
7	Fire Riser Valve Inspection - Check all seals, position and supervision for broken seals or possible tampering.		
8	Post Indicating Valve Inspection - This valve will be located outside of the facility. It must be verified that the window on the side of the valve reads "OPEN".		
9	Exit Signs - Exit signs with an internal lighting source must be checked to ensure all lamps are functional. - Exit signs that use Tritium must be observed that they have not been damaged, all applicable labels are present, the sign has not expired, and it is not covered with another sign.		
10	Fire Doors - Identify that fire doors operate freely and latch securely upon closure. Fire doors must not be propped open.		
11	Ceiling Tiles - Where automatic sprinklers are installed drop ceiling tiles are in place. Missing tiles slow response of fire suppression sprinklers.		
12	Manual alarm stations are easily identified and readily accessible.		
13	Other.		
B	GENERAL SAFE BEHAVIORS		
1	Employees are taking the necessary safety precautions for the work being performed.		
2	Work is being performed such that collocated employees in the area are not exposed to occupational hazards or unsafe conditions.		

1 A-6004-299 (REV 2)

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Thank you for your time
and desire to help us have
a safer workplace