

Office Safety

MSC-GD-8800

Revision 3

Effective Date: November 29, 2011

Topic: Worker Protection

Office Safety

1.0 PURPOSE

This guidance document is provided as a tool to prevent injuries from common office safety hazards.

2.0 SCOPE

This Level 2 Guidance Document is applicable to Mission Support Contract (MSC) Team employees working in offices.

3.0 IMPLEMENTATION

This guidance document is effective on publication.

4.0 APPROACH

4.1 General

If you are the manager responsible for an office environment, you can:

- Use this guidance to ensure that unsafe conditions described in this guidance document are not present in your area.
- Use this guidance to make workers in the office aware of standard office safety practices.

If you work in an office you can:

- Use these practices to help you recognize hazards and prevent injuries.

4.2 Office safety practices

1. You can learn how to respond to emergencies by referring to your building/office emergency plan. That plan discusses building egress routes, emergency phone numbers, location of alarms and fire extinguishers.
2. You can improve office safety by incorporating the following safety considerations into your office arrangement:
 - a. Keeping the floor surface free of slipping or tripping hazards. For example:
 - Keeping rugs or other coverings in good condition (no holes).
 - Using rugs to limit the amount of water tracked into an area.

Office Safety

- Mopping up spills or standing water or posting a warning sign or barricade.
 - Not allowing door props to be used to hold fire doors open or become a tripping hazard.
 - Controlling ice on walkways, entrances, and stairs.
- b. You can ensure that aisles and passageways provide safe access for normal and emergency use by:
- Not allowing furniture or equipment to block emergency exits, emergency equipment, or electrical panels.
 - Not leaving drawers and cabinet doors open into walkways.
 - Maintaining adequate illumination to prevent slips, trips, and falls.
 - Prohibiting storage of any kind in stairwells and emergency exit areas.
- c. You can maintain office electrical safety by using electrical equipment and power compatible with the existing facility conditions and never daisy chaining and using extension cords only as temporary power.
- d. You can arrange and use office equipment and furniture safely by:
- Filling bookshelves and file cabinets from the bottom up. Keeping heavier items on the lower shelves/drawers.
 - Stabilizing bookshelves, file cabinets or lockers to keep them from tipping over. Stability can be achieved by bolting units together or to a wall.
 - Reporting damaged equipment and furniture and remove from service.
 - Using caution while operating paper shredders. Keeping long hair, ties, and security badges out of the way.
 - Ensuring a 2-3 inch distance from the wall when moving equipment into office space.
 - Ensuring hard drives are placed on desk top instead of floor.
 - Desk top organizers/book shelves need to be secured to keep them from tipping over. Stability can be achieved by anchoring the desk top organizer/book shelves to the desk top.

Office Safety

- e. You can improve office safety by minimizing materials stored in offices. For example:
 - Keeping combustible materials to a minimum.
 - Not storing items on top of bookshelves or file cabinets unless secured or lightweight.
 - f. You can make efforts to prevent cuts by:
 - Not placing broken glass or other sharp objects (coffee can lids) in a waste container unless wrapped or in another container. Or if possible, depositing sharp or broken objects directly into dumpster.
 - Storing sharp or pointed objects in a manner that reduces the chance of accidental contact.
3. You can make sure fire protection systems are not compromised by:
- Providing clear space between equipment or combustibles and any heat sources.
 - Not blocking exits, exit paths, or sprinklers, or accumulating excess combustibles.
 - Contacting your fire protection group for additional information on the safety of seasonal decorations or the use of portable electric space heaters.
 - Fire Protection procedures contain detailed fire protection requirements.
4. You can improve office safety by storing and using chemicals in an appropriate manner.
5. You can keep kitchen or eating areas in a safe and sanitary condition by:
- Using caution to avoid burns from food heated in ovens or microwave.
 - Placing knives in a separate drawer or using a divider in a drawer.
 - Cleaning up all spills quickly or barricade off the area so others will not slip and fall.
 - Providing covered waste receptacles for all food waste or making sure they are taken out of the facility on a daily basis.
 - Store chemicals in areas separate from foods items.
 - Routinely cleaning microwaves and refrigerators.

Office Safety

6. You can reduce office injuries by minimizing lifting, pulling, and pushing activities.
7. You can use ergonomics and other human engineering principles to allow people to work within their individual strength and movement limitations.

4.3 Office Inspection Checklists

Procedure MSC-PRO-7652, *Safety and Health Inspections* requires office areas to be inspected quarterly. Guidance on such a walk-through inspection program, office safety training assistance, and a sample office facility checklist are provided as Appendices [A](#), [B](#), and [C](#) respectively.

The original office safety inspection checklists/reports are maintained by the organization that performed the inspection. A copy of the inspection is sent to ^Safety Inspections for company tracking and trending purposes.

The basic information in [Appendix B](#) is useful for "training" purposes. It is quite extensive and detailed. Some items may not apply to any specific work area, but have been left in the package so more varied areas can use the information.

In line with "behavior based" philosophy, you might want to make observations of what people are doing. For example, you might watch for employees running, carrying awkward loads, not using stair handrails, lifting paper boxes or other loads improperly, leaving desk or file drawers open (creating tripping hazards), etc. You might watch for use of improper tools. There are no specific checklist items regarding behaviors, but there is a brief reminder in the guidance for completing the walk-through.

A common injury in the daily reports is scrapes or cuts on sharp edges. Just asking if employees know of any such hazards during an "inspection" might bring out something that was not reported.

"Work space" includes any copy machine areas, kitchens, janitor's storage areas, telephone terminal and file server rooms, fire sprinkler control rooms, conference rooms, supply and fax rooms, and the "rest" rooms. These special areas are separated on the sample checklist that is provided.

5.0 Record Identification

Completed Inspection Checklists are captured in MSC-PRO-7652 Records Capture Table.

6.0 References

MSC-PRO-7652, *Safety and Health Inspections*

Office Safety

APPENDIX A

Guidance for Office Safety Walk-Through Inspections

1. It is helpful to get a previously completed checklist from the Building Administrator for reference.
2. An office Walk-Through is more effective if two persons go together. One can then focus on recording observations on a checklist.
3. Although not in the checklist, it is helpful to be aware of employee behaviors. If unsafe acts are observed, you can intervene in an actively caring manner.
4. Deficiencies when found are more effectively corrected if the responsible person can be notified first.
5. Note that in some cases, inspection of safety equipment (such as fire extinguishers) is mandatory on a periodic basis. General inspections are more effective if they do not repeat those inspections, if they are NOT detailed but look only for significant problems, and if time allowed for the entire inspection is preset (for example to two hours maximum).
6. When completed, giving a copy of the checklist to the Building Administrator is good practice.
7. It is helpful if someone makes a "trial run" of the inspection to see if the checklist needs to be revised.
8. Unless you pre-notify personnel, it makes employees uncomfortable to make detailed inspections of work spaces during a trial run.
9. Checklists are better if they separate personnel cubicles and offices from other areas such as kitchens, rest rooms, copy areas, fire extinguishers, emergency lights, etc. As checklists and procedures are developed or adapted for any area, a number of the questions below might be considered:
 - Who is responsible to make inspections?
 - How often? (For example the Building Administrator might issue a schedule and assign individuals responsible.)
 - Do you correct things when found? (Possible answer is only if the finding presents an eminent hazard or is not likely to re-occur if the responsible person is not informed.)

Office Safety

- Should the checklist have some specific inspection criteria for some items like fire extinguishers, etc? (Might prefer to integrate this into the checklist.)
- Do you need (or want) to notify people before each tour? You might just tell everyone it will regularly be on the last working day of the month, or some other date.
- Should you have a procedure and criteria for everyone to periodically inspect their own office space and document the results? The monthly inspections would then just do spot checks or random checks of office spaces but thorough checks of safety equipment items.
- Should your procedure have a space to note if the deficiency was corrected during the inspection?
- How much of the effort should focus on trying to educate employees?
- How much value is added by documentation? Do you need to add specific "behavior based" items to the checklist?

Office Safety

APPENDIX B

Office Safety Training Information

1.0 VIDEO DISPLAY TERMINALS (VDT)/WORKSTATIONS

Work Areas are safer if:

- They fit the operator and allow for full range of motions involved in performing the task.
- They have adequate room for equipment and materials that make up the workstation.

Work Surfaces contribute to a safe work area if:

- They are stable and adjustable in height.
- They provide enough leg room.
- Table surfaces and keyboard surfaces are separate.
- They have a matte finish to reduce glare and reflection.

Display Screens/Document Holders contribute to a safe work area if:

- They are large enough to display a sizable amount of information at the same time.
- Screens have character brightness and contrast controls.
- Screens are adjustable (horizontally and vertically).
- Note that studies indicate that ionizing radiation emissions from VDTs are negligible and do not constitute a health hazard.
- The viewing distance between the user's eyes and the screen is between 16 and 22 inches.
- The screen angle is between 10 degrees to 20 degrees from vertical.
- The top of the screen is just below eye level.
- The reference documents used with the computer are the same distance from the eyes as the display screen and adjacent to and at the same height as the display screen (preventing eye, neck and back fatigue).

Office Safety

Keyboards contribute to a safe work area if:

- They are detached from the display screen (allows independent angle adjustment and positioning).
- They have a thin profile to minimize wrist deviation.
- Keys provide tactile and audible feedback.
- A matte-finished keyboard is used to reduce reflections, easing eyestrain.
- A Palm/wrist rest is used to minimize hand contact with sharp table edges and wrist deviation.
- The keyboard shelf is adjustable.

Chairs contribute to a safe work area if:

Office chairs need to be visually inspected on a quarterly basis during management building inspections. Visual inspection will include any visible cracks to metal or plastic components, loose hardware, missing bolts or screws, back and seat firmly attached, and arms securely fastened. If the chair is on wheels, ensure casters are in good working order and roll freely. If any deficiencies are found with a chair it must be immediately pulled from service until it can be repaired by maintenance services.

An annual PM will be completed by Maintenance Services to physically check the condition of each chair.

(Go to the “e-Store Marketplace” web site and see what chairs are approved for purchase:
<http://www5.rl.gov/rapidweb/procweb/index.cfm?PageNum=17>)

- They fit the person (seat pan needs to be adjustable, not press against backs of legs and fit the user size-wise), requirements of the task, and environment in which they are being used.
- They have good stability (five-point base).
- They have adjustable height and adjustable backrest (forward/back, up/down).
- They have a deep seat pan that promotes lower back contact with the backrest.
- The seat pan has a softly padded, rounded front edge (waterfall)
- Seat covering material is porous and breathable.

Office Safety

- Backrests are contoured to the curve of the lower back.
- They have armrests.
- Arm rests can be adjusted to the height of the task.
- Arm rests are low and short enough to fit the chair under the work surface and allow the user to get close enough to the work surface to use the backrest.
- The armrests will support the full arm at the base of the hand.
- If when an operator's feet do not rest completely on the floor, a footrest is provided.
- Foot rests are adjustable (height/inclination), do not restrict leg movement, are easy to remove, support the soles of both feet and are covered with a nonskid material.

Lighting and Glare conditions are best if:

- 50 foot to 70 foot candles are available for reading printed documents at your desk.
- VDT work areas have lower light levels than standard office areas (30 foot to 50 foot candles) for screen viewing.
- There is control of direct-glare and reflected-glare sources walls, furniture, and other equipment located near a VDT by avoiding the use of highly reflective finishes.
- Windows have adjustable drapes and VDT work areas are located away from and at right angles to windows.
- Light fixtures are equipped with diffusers or louvers when located near VDTs.
- Glare and reflection from overhead lights is minimized by placing VDT work areas between rows of overhead lights and by tilting the screen so it does not reflect light.
- Screen filters are used as a supplementary solution and not a substitute for proper lighting.
- Fluorescent light fixtures have all light tube spaces occupied by an operating tube.

Temperature and Humidity contribute best to a safe work area if:

- During the summer, a comfortable 73 to 79 degrees Fahrenheit with 50% relative humidity is maintained.

Office Safety

- During the winter, a comfortable 68 to 75 degrees Fahrenheit with 50% relative humidity is maintained.
- Diffusers and thermostats are adjusted only by qualified personnel.

Noise levels are best if:

- Ambient sound levels are kept below 55 decibels on the A- scale.
- Offices are arranged so phone conversations are directed away from co-workers.

Ventilation/Air Quality contribute to a safe work area if:

- 15 to 20 cubic feet per minute (CFM) of fresh air per person is provided to an office area.
- Chemicals are stored away from occupied offices in an appropriate cabinet.
- Chemical storage areas are vented directly outside the building away from the buildings general ventilation intake.
- Asbestos containing material or suspected asbestos containing material are not disturbed and all damaged material containing or suspected of containing asbestos is reported.

2.0 OFFICE HEALTH

Posture is proper if:

- Your back is straight and well back into your chair.
- Your neck and back is in a straight line.
- Your head is up and eye level is just above top of screen.
- Your thighs are supported and parallel to the floor.
- Your feet are flat on the floor or on a footrest.
- Your upper arms hang relaxed at your sides, with forearms at a right angle to your upper arms.
- Your elbows are close to your sides. Your wrist is straight, in line with your hand and forearm.

Office Safety

You are using Proper Lifting Techniques if:

- The preferred method of lifting heavy loads is understood as: first, use a mechanical aid (hand truck, cart); second, ask a co-worker for help; third, lift by yourself only if well within your limits.
- When lifting by yourself, you first examine the load to determine if you can lift it safely.
- You stand close to the object to be lifted, with your feet spread shoulder width apart.
- You don't twist your body to get in position.
- You squat down, keeping your back straight.
- You grasp the object firmly, lift with your legs, and slowly straighten your legs.
- You hold the object close to your body as you carry it.
- When setting the load down, you squat down; bend at the hips and knees while keeping your lower back arched inward.

You can reduce fatigue by:

- Using good posture.
- Eliminating glare.
- Positioning screen directly in front of you at a proper angle and adjusting your screen for proper contrast/brightness.
- Getting up, stretching, and moving around regularly (once every hour for 1 to 3 minutes is recommended).
- Using chairs providing proper back and shoulder support.

Office Safety

You can reduce risk of Repetitive Motion Injuries (carpal tunnel) by:

- Requesting that your work stations have an ergonomic evaluation.
- Requesting an ergonomic evaluation of your work station if you spend over one and a half hours continuously using your keyboard in a day.

Ergonomics and Body Mechanics can be optimized by:

- Avoiding long awkward reaches and slumped shoulders.
- Avoiding working with your neck bent forward.
- Using a shoulder rest on your telephone for prolonged use.

You can reduce Emotional Stress by:

- Eating a balanced diet.
- Exercising Regularly.
- Talking your problems out with a trusted colleague.
- Using humor to combat stress.
- Ensuring effective communication between workers and supervisors. Involving workers in decision making, helping workers understand their roles and the importance of their jobs, and keeping workers informed, giving workers a sense of control over their assigned tasks.

Office Safety

3.0 REDUCING OFFICE INJURIES

Cuts/Punctures can be prevented by:

- Never removing staples with your fingernails.
- Not storing sharp objects haphazardly in a drawer.
- Using separate containers for storing tacks/push pins.
- When not in use, locking paper cutter blades in the down position.
- When opening letters/cartons closed with tape, using a letter opener.
- When cutting, cutting away from your body.

Slips/Trips/Falls can be prevented by:

- Watching out for and reporting hazards in the office: open desk/file drawers, loose mats, highly waxed floors, spilled liquids, small dropped items, uncovered electric cords/phone lines, obstructed walkways/protruding desks and shelves.
- Adopting a slow and careful pace, watching where you are going at all times.
- Wearing shoes appropriate for the environmental conditions and walking surfaces.
- Routinely inspecting your chair for damage.

Stairway Safety can be maintained by:

- Using handrails on stairways. Signs can be placed, at landing (bottom/middle/top of stairs) to help remind employees to utilize or grasp handrails when ascending or descending stairways.
- Using stairways correctly: Taking one step at a time. Avoiding things that obstruct your vision. Not hurrying. When carrying items, keeping one hand free.
- Providing adequate lighting.

Office Safety

Doors, File Cabinets, Shelves, Tables and Desks can be kept in safe configuration by:

- Approaching solid doors from the side away from the hinges.
- Always using the handle when closing a file drawer, to prevent catching fingers.
- Never leaning against a file drawer while looking through it, to prevent accidental shutting.
- Never overloading or storing heavy objects in top drawers of filing cabinets or on top shelves.
- Not using the top of the file cabinets/book shelves for storage. Permitting only light personal items (pictures, plants, etc.).
- Never opening more than one file drawer at a time. Opening file drawers only as far as necessary, closing drawers gently.
- Shutting file drawers when not in use, to prevent tripping/tipping.
- Making sure shelves are secured/stable.
- Not storing anything within 18 inches of sprinkler heads.

Office Equipment/Furniture is properly used when:

- Equipment is used as it was designed
- Office equipment is disconnected before performing maintenance and/or repairs. Electrical cords are disconnected only by grasping the plug.
- Offices are check routinely for frayed or broken electrical cords.
- Physical contact with toners or other chemicals is avoided. Hands are washed after handling chemicals.
- Other than minor maintenance issues, repairs are left to the professionals.
- All damaged equipment is reported.
- Liquids are kept away from electrical office equipment.

Office Safety

Emergencies can be minimized by:

- Posting escape routes and developing at least two escape routes. Learning emergency evacuation routes/procedures in advance.
- Knowing the location of fire extinguishers and fire alarm pull stations.
- Posting emergency phone numbers by the phone.
- If a fire occurs, alerting the fire department and getting out quickly. Fire fighting is most effectively accomplished by trained professionals.

Fire Prevention can be enhanced by:

- Properly storing and/or disposing of all materials that may be a fire hazard: paper, cleaning fluids, photocopier inks, oil or solvent soaked rags, etc. Keeping your work area clean.
- Never blocking fire exits, fire extinguisher, alarms, sprinklers, or electrical panels.
- Not using timers as the sole method of turning off coffee makers. Unplugging or turning them off when not in use.
- Turning off space heaters at the end of the day.

Electrical Safety can be enhanced by:

- Using only electrical appliances (coffee makers, space heaters, etc.) that are Underwriters Laboratories (UL) listed.
- Using only extension cords as temporary power sources appropriate for the use and UL listed. Inspecting extension cords prior to use as well as periodically. Removing them if damaged.
- Never daisy chaining extension cords.
- When extension cords/flexible cords are exposed to damage (run across walk ways), protecting them using a cord cover.
- Not pinching flexible/extension cords between wall and office furniture.
- Using only surge protective devices that meet manufacturer's recommendations for equipment.

Office Safety

- Testing Ground Fault Circuit Interrupters (GFCI) only according to manufacturer recommendations.

Battery Safety (Dry Cell) can be achieved by:

NOTE: *Some batteries can be dangerous waste. Contact your building administrator for directions on how to dispose of batteries safely.*

- Removing batteries from instruments as soon as the batteries have completed their useful life or whenever the instrument is to be stored for long periods. This prevents leakage.
- Recharging only batteries specifically marked "rechargeable" using only the battery type recommended by the equipment manufacturer.
- Replacing all batteries in a unit at the same time.
- When inserting batteries into instruments, observing the proper polarity or battery insertion directions.
- Not storing batteries or battery-powered equipment in high temperature areas.
- Not disposing of batteries in fire.
- Not exposing batteries to chemicals.

Hazards of Holiday Decorations can be minimized by:

- Using decorations that are either non-combustible or are flame retardant.
- Use of electrical items (such as Christmas tree lights other decorations and extension cords) that are UL listed and in good conditions. (Check with building manager to be sure these items will not result in an overload of electrical circuits).
- Not allowing candles or other sources of open flame.
- Ensuring that if electrical items are used that they are unplugged when unattended and not placed on a metallic tree or metallic furniture.
- Not blocking corridors, exit paths or other means or egress with trees or other decorations.

Office Safety

- Using Natural Christmas trees that:
 - Are not placed near heater vents or portable electric heaters that could cause premature drying or ignition.
 - Are fresh cut
 - Are securely mounted in a tree stand with a water reservoir. Fresh water is added as needed and checked daily.
 - If over 6 feet, are not decorated with any type of electrical lights.
 - If under 6 feet, are decorated only with UL-listed miniature electric lights in perfect condition with UL-listed heavy-duty extension cords in perfect condition.

NOTE: *Natural cut trees are not permitted in assembly occupancies.*

- Using Artificial trees that:
 - Are labeled as fire retardant
 - Do not block exit paths.
 - Are decorated with UL-listed miniature electric lights in perfect condition and UL-listed heavy duty extension cords in perfect condition IF NON-METALLIC.
 - If metallic, are not decorated with any type of electrical decoration or device.

4.0 ALL THOSE OTHER THINGS - TO, FROM, AND AROUND THE OFFICE - CAN BE MADE SAFER BY THE FOLLOWING:

Impacts of Emergencies can be reduced by:

- Awareness of emergency procedures that affect you.
- Knowing emergency alarm signals and proper response.
- Knowing basic first aid or knowing who close to you is trained.

Hazards of Parking Lots can be reduced by:

- Awareness of special problems in the parking lots such as tripping hazards, railroad ties out of place, restricted or handicap parking areas, loading areas, etc.
- Remembering the 360-degree rule. Before getting into your vehicle, walking around to see if anything obstructs your path.
- Watching for pedestrians.

Office Safety

- Awareness of freezing fog or moisture that may occur of exterior walking and road surfaces.

Impacts of Unusual Weather can be minimized by:

- Wearing appropriate apparel for weather, especially foot wear.
- Watching for ice in cold weather. Using salt that is provided. Doing some shoveling when appropriate, but not over-doing it. Heart attacks can be hazardous to your health.
- Awareness that freezing fog or moisture may occur on exterior walking and road surfaces causing slippery conditions.
- Awareness that, in windy weather, large sheets of ice can blow off a roof and injure someone.

Biological Hazards can be reduced by:

- Watching out for snakes in the summer.
- Being on the lookout for other biological hazards like spiders, scorpions, bees and wasps that can certainly be more than irritating. If you are a victim, go to the AMH Health Care Center. A personal delayed reaction may occur.

Office Safety

**APPENDIX C
Office Facility - Checklist (example)**

SAFETY AND HEALTH INSPECTION - OFFICE			
BUILDING/AREA: _____			
ORGANIZATION: _____			
INSPECTOR (S) _____			
INSPECTION DATE (S) _____			
SCORING:			
1. The "COMMENT" Block should be used to provide further explanation for those line item entries that do not achieve a full value of 5 points. For such cases, identify the location and specific nature of the condition.			
2. "N/A" may be used as an entry where a specific line item was either not inspected, or does not apply.			
3. Suggested point scoring system: 0 – 5, with 5 representing the highest positive score. Final percentage: 95-100% Excellent; 85-94% Good; 75-84% Fair; 0-74% Lacking. One (1) point should be deducted for each recurring hazard observed.			
No.	A. Required Postings (Main Bulletin Boards)	Points Awarded (0-5)	Mark "X" for Recurring Hazard
1.	Refer to MSA/HR WEB page "Required Legal Bulletins" for complete listing of all bulletins that are required to be posted. All copies of the required postings can be obtained from the same page. http://www7.rl.gov/rapidweb/HRWEB/index.cfm?PageNum=92		
2.	Current building emergency plans		
3.	OSHA 300 posting (February through April only)		
	Comments		
Section Summary Totals			

No.	B. Walking/Working Surfaces	Points Awarded (0-5)	Mark "X" for Recurring Hazard
1.	Floors and stairway steps are clean, dry, in good condition; no slippery areas		

Office Safety

2.	Floors are free of tripping hazards; carpets are not buckled or loose		
3.	Aisles and stairways are unobstructed		
	Comments		
Section Summary Totals			
No.	C. Means of Egress	Points Awarded (0-5)	Mark "X" for Recurring Hazard
1.	Exits are clearly marked and signs operational/visible		
2.	Exit and exit routes are clearly visible and clear of obstruction (Corridors and aisles must be a minimum of 44", and openings to offices or cubicles need a minimum of 28".)		
3.	Entryways from outdoors are unobstructed and free of slipping or tripping hazards		
4.	Non-exit doors that may be confused as an exit are marked as "NOT AN EXIT"		
	Comments		
Section Summary Totals			

No.	D. Desk/Work Area	Points Awarded (0-5)	Mark "X" for Recurring Hazard
1.	Desk and file drawers are "closed" when not in use		
2.	File cabinets, storage cabinets, & book shelves stable or anchored		

Office Safety

3.	Heavy items stored on lower shelves of file cabinets		
4.	There is adequate space for egress from behind desk to exit (28")		
5.	No burrs or sharp edges on office equipment or furnishings		
6.	Sharp objects properly stored		
7.	Areas under desks/tables not used for general storage		
8.	Combustible materials kept to a minimum and segregated from ignition sources (e.g., combustibles and power cords)		
9.	Work area is free of general clutter; housekeeping measures are effective		
10.	Excess material properly stored, or dispositioned for removal		
11.	Power strips not daisy-chained; extension cords used only for temporary power		
12.	Cords and cables properly routed to prevent tripping hazard; watch for pinching or crushing behind filing cabinets or bookcases		
13.	Electrical cords, plugs, and receptacles free from damage or frayed points		
14.	Space heaters are UL-approved and positioned clear of combustibles		
	Comments		
	Section Summary Totals		

Office Safety

No.	E. Medical Services and First Aid	Points Awarded (0-5)	Mark "X" for Recurring Hazard
1.	Trained first aid providers are identified		
2.	Where first aid kits are provided, they are accessible and contents maintained		
3.	Where Automatic External Defibrillators are provided, they are identified, accessible, & under current inspection		
	Comments		
	Section Summary Totals		
No.	F. Fire Prevention/Protection	Points Awarded (0-5)	Mark "X" for Recurring Hazard
1.	Fire extinguishers are accessible.		
2.	Minimum 18-inch clearance maintained between the deflectors of sprinkler heads and materials or furniture below		
3.	Fire-rated doors are not blocked or obstructed from self-closure or automatic release (metal label is found on hinge stile of door)		
4.	Inspection of fire extinguishers is current (monthly).		
	Comments		
	Section Summary Totals		

Office Safety

No.	G. General/Other	Points Awarded (0-5)	Mark "X" for Recurring Hazard
1.	Hazardous materials are properly packaged and stored; MSDS posted		
2.	Kitchen coffee pots and electrical appliances turned "OFF" when not in use		
3.	Blade on paper cutters not exposed; blade locked		
4.	No evidence of insect/pest problem		
5.	Employee "at risk" actions/behaviors observed		
6.	Issues identified in previous inspection are corrected		
7.	Chair visual inspections are complete and any chairs with deficiencies are pulled from service.		
8.	Other (Identify) _____		
	Comments		
	Section Summary Totals		

Inspection Scoring

Total Number of Points awarded divided by Total Number of Points possible, reflected as a percentage

Total Number of Points Possible For This Inspection = _____

Total Number of Points Awarded For This Inspection = _____

Final Score = _____

