

DEPARTMENTAL SELF-INSPECTION - OFFICE SAFETY CHECKLIST

		Office Inspected:	Date Completed:	Inspected By:
NO	YES	#	Answering "NO" implies the need for corrective action. Answering "YES" means no corrective action is needed or "Not Applicable"	
CHEMICALS Contact EHS for assistance				
		1	Have all employees completed the online HazCom Basics course?	
		2	Are flammable liquids or other chemicals properly labeled and stored in approved chemical cabinets? (see photo)	
EARTHQUAKE Contact Facilities for assistance				
		3	Are cabinets (6' and taller) seismically braced to prevent overturning? (see photo)	
		4	Are the tops of 6' or taller cabinets free of heavy objects?	
		5	Are bookshelves loaded safely? (Lighter materials on higher shelves. Shelves not overloaded or sagging, No liquids above eye level)	
ELECTRICAL Contact Facilities for assistance				
		6	Are light switches and outlet cover plates in place?	
		7	Is all permanent (stationery) equipment hardwired ? (No extension cords are used in place of permanent outlets)	
		8	Are electrical cords safely positioned so they can't create a tripping hazard?	
		9	Are wall openings, doorways, rugs, and mats free of electrical cords ?	
		10	Are electrical outlets free of overloaded circuits i.e. no daisy chains (power strip plugged into another power strip or adapter)	
		11	Are electrical plugs/cords in good condition? (not frayed, spliced, or otherwise damaged) (see photo)	
		12	Are electrical appliances properly grounded with a 3 prong plug in good condition?	
		13	Are "Live" wires enclosed to prevent potential shock hazards?	
		14	Are outlets near water sources (sinks, etc.) protected by ground fault circuit interrupters? (see photo)	
		15	Is the area free of unauthorized electrical devices? (Heaters must have tipover protection and UL or FM approvals - see photo)	
EMERGENCY PREPAREDNESS Contact OES@SFSU.edu for assistance				
		16	Are there trained responders with first aid kits available nearby?	
		17	Are emergency evacuation route maps and exit signs easy to understand and posted with the correct orientation ?	
		18	Can you hear the alarm throughout your workplace ? Contact Facilities for assistance	
ERGONOMICS Contact ERM for assistance				
		19	Do employees understand basic ergonomic principles regarding: cumulative trauma, neutral posture, work-rest cycles, stretching exercises ?	
		20	Do employees know how to obtain, adjust & use accessories: e.g. hands-free phones, foot rests, height adjustable chairs, task lighting etc. ?	
		21	Do employees know how to obtain, adjust & use accessories: e.g. anti-glare screens, keyboard drops, height adjustable monitor caddies ?	
		22	Do employees know how to download "Stretch Break" from the "Software Center" to program mini-breaks into their computers ?	


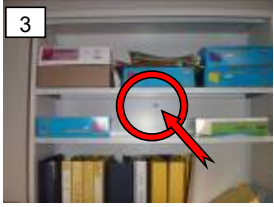



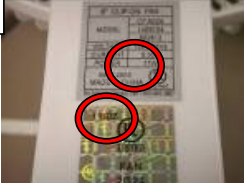



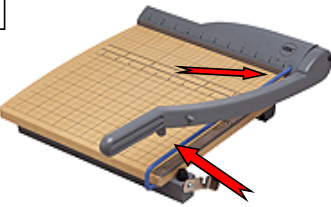


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EXITS AND AISLES			Contact Facilities for assistance
		23	Are desks or cabinets arranged so that drawers do not open into and block passageways ?
		24	Are glass doors made more visible by lettering, decals, or the use of frosted glass?
		25	Are exit doors equipped with "panic hardware" (crash/push bars)? (see photo)
		26	Are aisles, exits, and stairways clear of obstructions (including electrical wires) ?
		27	Is furniture, equipment, etc. located or secured so that it cannot fall and block the swing of a door (cutting off an emergency escape route) ?
		28	Are exits always usable (never locked or chained closed)?
		29	Are the directions to the exits clearly marked?
		30	Is there adequate lighting for aisles, exits, and stairways?
		31	Is there emergency lighting available for evacuation during a power failure?
FIRE EXTINGUISHERS			Contact Facilities for assistance
		32	Have employees been trained in the use of extinguishers? Contact EHS to arrange training
		33	Is the correct type of fire extinguisher available ? Example: A type A extinguisher (water) is not to be used for grease (type B) fires.
		34	Are fire extinguishers properly installed (off the ground) at clearly marked locations (signs should be visible) ?
		35	Are the sprinkler system heads free of decorations, hangers, or other materials ?
		36	Is room storage maintaining a clearance of 18 inches from the ceiling in sprinklered rooms, and 24 inches in un-sprinklered rooms?
		37	Are sprinkler heads in good condition ? (not corroded or painted over, with collars in place)
FLOORS/WALKING SURFACES			Contact Facilities for assistance
		38	Are rugs and carpets in good shape? (free of holes and tears, and cannot skid)
		39	Are floors too slippery in your area?
		40	Are floor mats provided around sources of moisture such as soda/coffee machines, or drinking fountains?
		41	Are floor surfaces in good condition ? (no holes, depressions, trip or slip hazards)
		42	Do stairways have anti-slip treads and handrails?
FURNITURE			Purchase proper furniture to maintain employee health and safety
		43	Are filing cabinets interlocked so that only 1 drawer can be opened at a time?
		44	Are filing cabinets well balanced so that they will not tip over? (Contact Facilities to attach top heavy cabinets to a wall)
		45	Is furniture free of splinters?
		46	Are chairs and keyboards height adjustable ?
		47	Are chair wheels appropriate for the floor surface ? (Avoid hard wheels on hard floors. Chairs can slide out from under when sitting down)
		48	Do wheeled chairs have stable 5-wheel design or equivalent?

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			HAND TOOLS Purchase safer utility knives and paper cutters
		49	Are utility knives blunt tipped and self-retracting ?
		50	Is there a finger guard in place on every paper cutter to avoid amputations? Keep cutting arm locked down when not in use. (see photo)
			HOUSEKEEPING Contact Facilities for assistance
		51	Are garbage pails and paper recycling pails/bins emptied often enough?
		52	Are floors washed/vacuumed often enough?
		53	Are pests (insects, rodents, etc.) under control?
		54	Is the general housekeeping good?
		55	Are plumbing fixtures, fountains, sinks, etc. free from leaks ?
			LADDERS-STEP STOOLS Purchase safer ladders and step stools
		56	Are ladders or step stools in good condition?
		57	Are broken or damaged ladders promptly taken out of use?
		58	Are ladders or step stools available to reach overhead storage areas or other high places?
		59	Do all rolling ladders or step stools with 3 or more steps have hand rails ? (see photo)
			LIFTING Contact ERM for training
		60	Have employees been instructed in proper lifting techniques for back safety ?
			LIGHTING Purchase appropriate task lighting and /or window shades
		61	Is there adequate task lighting to work without eyestrain?
		62	Are window shades available (where desired) - to control glare on video display terminals?
			NOISE Contact EHS for an assessment
		63	Is the noise level low enough so that you do not routinely need to shout to be heard?
			MACHINE GUARDS Contact EHS for an assessment
		64	Does equipment with rotating shafts or in-running nip points have machine guards in place to prevent contact with the danger points?
			VENTILATION & AIR Q Contact Facilities-HVAC for assistance
		65	Is there exhaust ventilation in areas where potentially toxic materials, chemicals, or fluids are used?
		66	Is the air free of noticeable dust or odors (especially in "energy efficient buildings)?
		67	Is the temperature acceptable - comfortable?
		68	Is the humidity acceptable - comfortable?
		69	Is there adequate fresh air for comfort?

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<p>Flammable Liquids Safety Cabinet</p>	<p>Bookshelf Bolted into wall stud</p>	<p>Left-Overloaded Circuit Right-Arc Flash Burns</p>	<p>Electrical Cords should not be frayed</p>
			
<p>Ground Fault Circuit Interrupter</p>	<p>UL Safety Approval Marking</p>	<p>Emergency Exit "Crash Bar"</p>	
<p><u>P.A.S.S.</u> your A.B.C.s To operate a fire extinguisher: Pull the pin out Aim at the base of the fire Shoot (squeeze trigger) Sweep back and forth across the base of the fire</p>	<p><u>P.A.S.S.</u> your <u>A.B.C.s</u> Always use the right type of fire extinguisher A stands for Ashes <u>Ash producing fires</u> B stands for Barrels <u>Flammable liquid fires</u> C stands for Circuits <u>Electrical fires</u></p>	 <p>Wall-Mounted Extinguisher With Signage Extending Out</p>	
			
<p>Missing Finger Guard</p>	<p>Finger Guard (blue)</p>	<p>Avoid 3-Step Ladders Without Handrails</p>	<p>Use 3-Step Ladders With Handrails</p>