

Self-Audit Safety Checklist for Office Buildings

Purpose: This checklist is a guide to help create a safe workplace and to reduce the risk of work-related injuries. This is not a complete list, but includes some key items needed to initiate a safety program at your school. These guidelines are based on OSHA Standards (29 CFR 1910).

Electrical	Y	N	Correction Required	Date/ Initials
Electrical outlets and switches - cover plates installed				
Receptacles are grounded				
GFCI receptacles at sinks				
Extension cords are not used for permanent wiring				
Power cords - electrical grounding pins (3-prong) intact				
No household appliances; must be commercial grade				
No Holiday (season) lights up beyond 90 days; most are one-time use				
Power strips not piggybacked (daisy chain)				
Emergency Egress	Y	N	Correction Required	Date/ Initials
All exits are unlocked and useable when building occupied				
Exit doors are operable with one-hand				
Exit egress is unobstructed and at least 28 inches wide				
There is no storage on stairs, or blocking egress				
Exit signs are in place and proper size				
Doors that could be mistaken for an exit, are marked as "Not an Exit" or with name of identity of room				
Emergency lights, alarms, fire doors operational				
Exit discharges are clear of snow and ice				
Fire Prevention	Y	N	Correction Required	Date/ Initials
Items not hung from ceiling or obstructing sprinklers; keep a minimum of 24 in. clearance from the ceiling				
Fire extinguishers are mounted off floor, signage above				
Hazardous Chemicals	Y	N	Correction Required	Date/ Initials
Containers kept closed, labeled				
Safety Data Sheet (SDS) for each product is available in the building				
No household products brought in				
First Aid	Y	N	Correction Required	Date/ Initials
First Aid kit available, accessible to office employees				

Ladders	Y	N	Correction Required	Date/ Initials
A ladder or step-stool is available so employees do not step on chairs or desks, used as designed as per instructions				
Kitchen Area	Y	N	Correction Required	Date/ Initials
Appliances are commercial listed				
Appliances do not have live parts exposed				
Extension cords are not used for appliances				
GFCI on all electric receptacles in damp locations				
Material Storage	Y	N	Correction Required	Date/ Initials
Shelves secured from tipping. Items stored to prevent falling				
Item height is at least 18 inches below sprinkler heads				
Heavy items are stored in manner to reduce lifting injury				
Slip, Trip Prevention	Y	N	Correction Required	Date/ Initials
Floors maintained as dry as feasible				
Wet floors cleaned immediately				
Floors kept free of tripping hazards, power cords and clutter				
Carpet is smooth and not creased				
Walking aisles kept clear and uncluttered				
Air Quality	Y	N	Correction Required	Date/ Initials
Univents kept clear and unobstructed; no storage on vents				
Moisture from plants, aquariums, sinks is controlled				
Asbestos materials, if present, are kept in good condition				
Sidewalks and Entrance	Y	N	Correction Required	Date/ Initials
Sidewalks and entry kept free of tripping hazards				
Entrance mats capture moisture when entering building				
Snow cleared frequently				
Stairs	Y	N	Correction Required	Date/ Initials
Stairs, treads and railings in good condition				
Stairs with >4 risers have railing and handrail				
Space Heaters	Y	N	Correction Required	Date/ Initials
If permitted, space heaters have auto-shutoff if tipped over				
Combustible materials not stored near space heaters				
Written Programs and Required Training - Office Staff	New Hire (1)		Refresher (2)	Date/ Initials
Emergency action plan for all employees in facility	Yes			
Hazard communication if employees use chemical products	Yes			

Records Maintained			
Safety Data Sheet (SDS) for each product	Yes		
Fire extinguisher inspections (monthly and annually)	Yes		
Injury reports	Yes		

(1) - Provide training at new hire, or time of assignment to duties

(2) - Repeat training when a) new equipment or chemicals introduce new hazards to the work area; b) there is a change in procedures that present a hazard to which the employee has not been trained; or c) employer has reason to believe there are deviations from or inadequacy in employee's knowledge to perform the task safely.