

OFFICE SAFETY CHECKLIST

Building:	Department:	Survey Date:
Building/Rooms covered on this checklist:		
Name and job title of person completing this survey:		

BASIC LIFE SAFETY	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
1. Exit signs are illuminated and visible.						
2. Corridors and exits are free from obstructions and unlocked (from the inside).						
3. Exit doors are closed and not propped open.						
4. Stairways are free from storage. (Including the ground floor, under the stairs).						
5. Emergency Evacuation Route is posted.						
6. No obvious damage to sprinklers. Metal ring around sprinkler head is not missing or loose.						
7. Fire extinguishers are easily accessible, intact, and have been inspected within one year.						
8. Mechanical and electrical rooms are accessible only by authorized personnel and are free from storage.						
GENERAL OFFICE SAFETY	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
1. Lighting in work areas and walkways is adequate.						
2. Chairs are sturdy and in good working order.						
3. All equipment and supplies are in their proper places. (Reduce high storage if possible and keep heavier items on lower shelves for easier access).						

OFFICE SAFETY CHECKLIST

GENERAL OFFICE SAFETY (continued)	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
4. Carts, dollies, etc. are available for use in transporting heavy objects and boxes.						
5. Housekeeping is adequately maintained.						
6. Safety Data Sheets (SDS) are available and up to date for hazardous chemicals (if applicable).						
7. Federal Labor Law/OSHA poster is prominently displayed in a common area. (i.e. break room).						
8. First Aid Kits are accessible, fully stocked, and without expired items.						
TRIP/FALL HAZARDS	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
1. Floor surfaces are level and undamaged.						
2. The floor is not wet or slippery. a. A warning sign is available in case of spills. b. Cleanup supplies are readily available. c. Non-slip mats are in entryways if needed.						
3. Stairways are in good repair with sturdy handrails and non-slip tread.						
4. Stairway steps are uniform in size.						
5. Cords are managed so that they are not trip hazards. (No cords under carpets and are secured with cord protectors).						
6. Carpeted areas are clean, secured to floor, and free of worn or frayed seams.						

OFFICE SAFETY CHECKLIST

GENERAL OFFICE SAFETY (continued)	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
7. Aisles, doorways, and corners are free of obstructions to permit visibility and movement.						
8. A step stool or ladder is available to minimize the use of chairs for reaching high objects?						
ELECTRICAL	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
1. GFCI outlets are within 6 feet of a water source.						
2. Access to electrical panels or electrical room are unobstructed (at least 36" clearance).						
3. Outlets are not overloaded.						
4. Extension cords are not used in lieu of fixed wiring.						
5. A maximum of one power strip per electrical receptacle is used (no daisy chains).						
6. Electrical cords and plugs are in good condition. (i.e., not frayed, taped, spliced, or missing ground prongs).						
7. Electrical receptacles are in good working condition.						
8. All electrical equipment in good working condition.						
9. Electrical closets are free of storage.						
10. Space heaters are in good condition and maintained in accordance with manufacturer instructions.						

OFFICE SAFETY CHECKLIST

MAINTENANCE (outside and inside)	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
1. Doors and locks are in good working order.						
2. Ceiling tiles are intact, undamaged, and in place.						
3. No presence of weather damage or mold growth in the facility.						
4. All windows are unbroken and free from any type of damage.						
5. Air conditioning vents and ducts appear to be clean upon visual inspection.						
6. Outside lights are in good working order.						
7. The exterior of the building presents no safety concern.						

Additional comments: _____

If you answered NO to any of the items on this checklist and need information regarding corrective actions, contact the Office of Emergency Preparedness, Fire, and Workplace Safety by emailing: tamara.j.cooley@vanderbilt.edu or submitting a request through our website here: www.vanderbilt.edu/workplace-safety.