

# ***Catholic Mutual. . . "CARES"***

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## **OFFICE SAFETY SURVEY**

Frequent office surveys are extremely essential in eliminating hazards and reducing potential accidents. The following list of hazards is not all inclusive, but it does include some of the most common causes of accidents that take place in an office setting. This survey may be adapted to meet your own particular needs.

### **Hazards**

Are all accidents properly recorded?

Are adequate first aid supplies readily available?

Is there a nurse, doctor, or trained and qualified first aid and CPR representative available in the office at all times?

Are company parking lots well lighted and clearly marked?

Are doors to enclosed stairwells kept closed at all times?

Are sprinklers and smoke detectors in good operational order?

Are exit lights and emergency lights tested regularly for proper operation?

Are combustibles stored near machinery or heat sources?

Are fire drills conducted frequently?

Are emergency numbers posted for doctor, fire department, ambulance, or other emergency personnel?

Are flammable liquids properly stored in safety containers?

Are non-flammable liquids used whenever possible?

Do all employees know the location of exits, alarms, and fire extinguishing equipment?

Are appropriate fire extinguishers readily available?

Have fire extinguishers been inspected recently?

Are fire extinguisher locations marked so they are visible from a distance?

Are fire exits clearly marked?

Is the paper cutter placed in a safe location and equipped with a finger guard and safety latch?

Is machinery turned off when not in use?

Do employees use dangling jewelry or floppy clothing around moving machinery?

Do self-closing doors have too much spring tension?

Must employees step up or down while going through a doorway? If so, is a warning sign posted?

Are transparent glass doors marked so they can be seen?

Are boxes, papers, and books stored on top of files, storage cabinets, or window sills?

Are files top heavy with empty drawers at the bottom and full drawers at the top?

Is more than one file drawer open at the same time?

Are files, lockers, cabinets, and bookcases bolted securely?

Are desk or file drawers left open?

Are stairs free of litter, spills, or other debris?

Are handrails provided for all stairways having three or more risers?

Are handrails, treads, and risers in good condition?

Are stairs well lighted?

Do employees run in the office?

Do employees put tops on cups of coffee or other liquids while carrying them through the office?

Do employees lean way back in chairs and put feet up on the desk?

Do employees stand on chairs, desks, boxes, drawers, or other improvised ladders?

Are electrical outlet boxes exposed in such a manner so as that they pose a tripping hazard?

Are all appliances connected with three pronged plugs?

Are extension cords in use?

Do cords look frayed?

Are cords draped over hot pipes, bent around hooks, or stepped on?

Are cords placed in areas where they create a trip hazard?

Are rest rooms kept clean with dry floors?

Are aisles free of boxes, wastebaskets, chairs and other obstacles that impede traffic?

Are warning signs posted near any repair work, remodeling, or redecorating?

Are floor surfaces chipped or cracked or does carpeting show any worn spots or holes?

Is there litter, spilled liquid or any other debris on the floor?

Office \_\_\_\_\_

Date of Survey \_\_\_\_\_

(Revised 11/2018)