

# Office Safety Inspection Checklist

Name of Building \_\_\_\_\_

- I. Fire Extinguishers – visible, accessible, inspected monthly (back of tag signed)?
- II. Exit signs – are there internally illuminated?
- III. Emergency lights – do they work when tested and are they checked monthly?
- IV. Exit doors unlocked?
- V. Are all electrical junction boxes, switches and outlets provided with covers?
- VI. Are electrical cords in good condition?
- VII. Are there any trip hazards?
- VIII. Are there any hazardous materials stored in the workplace?
- IX. Is the OSHA poster displayed in the workplace?
- X. Do employees know how to report an accident?
- XI. Do the employees have any safety concerns?
- XII. Are employees familiar with:
  - a. Fire plan and evacuation
  - b. Tornado response plan
  - c. Medical emergency response
  - d. Shelter in place
- XIII. Other safety concerns

Surveyor \_\_\_\_\_ Date \_\_\_\_\_