

**HUMBOLDT STATE UNIVERSITY
INJURY & ILLNESS PREVENTION PROGRAM**

OFFICE SAFETY INSPECTION CHECKLIST

Date: _____ Department: _____ Building: _____

Room(s): _____ Individual Performing Inspection: _____

Yes No N/A

Are exit ways clear of obstructions?

Is storage well organized with adequate, clear aisles?

Is overhead storage minimized? (heavy items should be stored at waist level or below)

Is there 18 inches of clearance between the ceiling and stored materials?

Are power, telephone and computer cables arranged and routed so as not to be a trip hazard?

Are extension cords ONLY used to supply temporary power to portable equipment (does not include power strips with built-in circuit breakers)?

Are self-closing fire doors in good operating condition and not held open with wedges or other means?

Are tall file cabinets, bookcases and heavy equipment seismically braced to prevent falling?

Is the accumulation of combustible waste, e.g., paper for disposal or recycling, minimized and kept clear of electrical cords and outlets?

Have fire extinguishers been serviced within the last year?

Are emergency phone numbers and evacuation procedures and routes prominently posted?

Comments/observations: _____

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INSTRUCTIONS

The campus Injury and Illness Prevention Program requires departments to conduct regular safety inspections of areas under their control. This safety inspection checklist for office areas has been developed to assist departments in fulfilling this responsibility.

If a particular operation or item does not exist in your office, please note this on the inspection form by one of the following methods:

- î Check "N/A" for that item; or,
- î Draw a diagonal line through the item description(s) for the item or for the entire section, if not applicable to your operations.

It is important to document that an item has been reviewed and found to not apply to your office environment, please do not just leave items blank if they do not apply.

Departments should feel free to modify and customize the inspection form for their operations. If your office has operations, equipment, or processes not covered by this checklist, EH&S will assist you in developing a checklist tool for your office.

The checklist is designed so that each applicable inspection item should be answered with a "yes." Inspected items, which are checked "no", require corrective action. Corrections to noted problems may be by:

- î Fixing it yourself.
- î Issuing a work request to Plant Operations to repair the item. Contact Plant Operations at ext 3646.
- î If these methods cannot correct the problem, then contact Environmental Health & Safety at ext. 5702.

After the problem is corrected, the date of correction should be entered in the space below the applicable line item or the comments section at the bottom of the page.

After completion, all safety inspection checklists should be kept by the department for at least three (3) years. Cal/OSHA and the CSU Board of Trustees perform periodic audits of these records.

Questions regarding safety inspections can be directed to either your departmental safety coordinator or the Environmental Health & Safety Office at ext. 5702 or creed@humboldt.edu.