

OFFICE SAFETY

This is not an all-inclusive checklist. The items below are the more frequent deficiencies found during safety inspections. References are from various chapters in AFOSH STD 91-501, unless otherwise noted. Underlined numbers in the reference indicate chapter numbers.

1. Are all floors kept clean and free of refuse? Are spills of any type promptly cleaned up? (Reference 10.4.2.1.)
2. Are telephone and electrical cords placed where they do not pose a tripping hazard to personnel? (Reference 10.4.2.1.)
3. Are all defects floor tiles, broken steps, torn carpet or curled mats repaired or replaced immediately? (Reference 10.4.2.2.)
4. Are step stools or ladders used to retrieve or store anything above shoulder level? Furniture, cardboard boxes, upturned trash bins, and office chairs are not acceptable ladder substitutes. (Reference 10.4.2.4.1.)
5. Are office ergonomics considered when attempting to adapt the job to fit the person, rather than forcing the person to fit the job? (Reference 10.5.)
6. When lifting heavy objects or awkward objects, is team lifting considered? (Reference 10.6.)
7. Are heavy objects stored on top of tall cabinets, bookshelves or desks, where they may fall on personnel? (Reference 10.7.3.)
8. Are chairs used in place of ladders or step stools? (Reference 10.7.4.2.)
9. Are heavy materials stored in the bottom of file cabinets, instead of placing the objects in the top drawers, thus making the cabinet top heavy? (Reference 10.7.5.1.)
10. Are frayed electrical cords, broken electrical wires and outlet covers reported or repaired immediately? (Reference 10.7.7.1.)
11. Are floors free of obstructions that could create a tripping hazard or hinder people leaving the area during emergencies? (Reference 7.3.1.2.)
12. Are floors of shops, service rooms, halls, and storerooms kept clean and free of slippery substances? (Reference 7.3.1.2.2.)

13. When floors are being cleaned or finishing compounds are being applied, are signs posted to warn workers of a slipping hazard? Do the signs remain in place until floors are dry? Are signs yellow with black lettering? (Reference 7.3.1.2.5.)
14. Are passageways, aisles, and exit accesses kept clear for easy access to emergency equipment and to enable fire fighters to reach a fire, if necessary? (Reference 7.3.1.2.7.)
15. Are areas adjacent to fire sprinkler control valves, fuse boxes, and electrical switch panels clear and unobstructed? (Reference 7.3.1.2.7)
16. Are all aisles, passageways, and work areas adequately lighted? (Reference 7.3.1.5.)
17. Are all open-sided floors, platforms, and runways 4 feet or more above the ground guarded on all open sides? (Reference 7.3.1.7.3.)
18. Is the surface of parking lots smooth, have good drainage, and free of pedestrian tripping hazards? (Reference 7.3.2.2.)
19. Are exterior walkways kept clear of obstacles that block the right-of-way or present slipping and tripping hazards? (Reference 7.3.2.3.)
20. Do workers ensure materials are not stored, left under, or piled against buildings, doors, exits, or stairways? (Reference 7.3.2.4.1.)
21. Are poisonous or toxic plants prohibited from landscaping unless approved by the base medical services? (Reference 7.3.2.4.2.)
22. Are trees and bushes adjacent to walkways trimmed to permit a clear path for pedestrians? (Reference 7.3.2.4.2.)
23. Is every flight of fixed stairs, with four or more risers, equipped with standard guardrails or standard handrails? (Reference 7.4.2.12.1.)
24. Are stairs and ramps lighted so all treads and landings will be visible? (Reference 7.4.2.13.)
25. Are stairs and ramps kept clean, free of obstructions or slippery substances, and in good repair? (Reference 7.4.2.15.)
26. Are slippery or worn treads and surfaces either replaced or made safe by coating them with non-slip surface materials? (Reference 7.4.2.15.3.)
27. Are guardrails and handrails smooth, free of splinters or burrs, and securely mounted? (Reference 7.4.2.15.6.)

28. Are fluorescent light fixtures, which are not designed with self-locking tubes, provided with shields, clamps, or other methods to keep the tubes from inadvertently falling out of the fixture? (Reference **5.7**)
29. Are electrical power cords, used to supply power to computers and other office machines, placed so as not to be in walking or working areas and are they protected from damage? (Reference **8.5.1.**)
30. Are electrical extension cords used as a substitute for fixed wiring, attached to building surfaces, or run through doorways, windows or under carpets, or through holes in walls, ceilings, or floors? (Reference **8.5.1.**)
31. Are damaged electrical cords replaced or repaired by qualified electricians? (Reference **8.5.6.**)
32. Do all electrical cords designed and equipped with a three-prong plug have the ground prong firmly attached? (Reference **8.4.**)

FIRE PROTECTION (AFI 32-2001, OO-ALC-HAFB SUPPLEMENT 1)

1. Are janitorial closets and utility closets kept free of trash and used only for intended purposes? (Reference **Atch 1, A1.8.** and **Atch 2, A2.2**)
2. Are means of egress kept clear of obstructions, adequately lighted, and unlocked during room occupancy? (Reference **Atch 2, A2.10**)
3. Are only authorized cooking facilities used and attended during use? (Reference **Atch 11, A11.1, A11.2**)
4. Are refrigerators, microwaves, and other appliances plugged into dedicated wall electrical outlets? (Reference **Atch 11, A11.5**)
5. Are space heaters listed by approving agency and have a safety tip-over switch; plugged into wall outlet and not connected to extension cords or power strips; unplugged at the end of the duty day; and not used within three feet of combustible material? (**Atch 11, A11.7**)
6. Are all switches, receptacles, and junction boxes enclosed with cover plates? (**Atch 15, A15.4**)
7. Are all circuit breakers free of tape, wire, or other method to keep them in the “ON” position? (Reference **Atch 15, A15.14**)