SAFETY AUDIT CHECKLIST

Office Area

Location:						
Audited by: Check the box under Y for "yes" or N for "no" to do			Date:			
			etermine if each item is within compliance.		Repair Date	
<u>Y</u> <u>N</u>	Work environment	<u> Y N</u>	Emergency Information			
	1. Is the facility free of environmental hazards that result from job performance such as dust, chemicals, radiation, welding rays, heat, cold or excessive noise? 1910.132(d)		14. Are emergency phone numbers posted where they can be readily found in case of an emergency?			
- -	2. Are work areas clean, sanitary, orderly and adequately illuminated? 1910.22(a) &		15. Are fire evacuation procedures posted?			
			prevention			
- -	1910.141(a)(3)3. Are work surfaces kept dry or are appropriate means taken to assure the surfaces are		16. If you have a non-supervised fire alarm system, is it tested bimonthly? 1910.165(d)(2)			
- -	slip resistant? 1910.22(a) 4. Are spilled materials or liquids cleaned up immediately? 1910.141(a)(3)(11)		17. If you have a supervised employee alarm system having a device that indicates system malfunction, is it tested yearly? 1910.165(d)(4)			
<u>Wor</u>	kstation ergonomics		18. Do solvents used for cleaning purposes			
	5. Are wrist supports present at computer stations?		have a flash point of 100 degrees F or more? 1910.107(g)(5)			
	6. Are computer workstations equipped with anti-glare screens?		19. Are fire doors and shutters in good operating condition? 1910.36(d)(2)			
	7. Does the working space allow the employee enough room for a full range of work movements?		20. Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights? 1910.36(d)(1)			
	8. Is the work surface height proper and adjustable?		21. Are fire control sprinkler heads kept clean? 1910.107(f)(3) & 1910.107(g)			
	9. Is the workspace designed to minimize or eliminate twisting at the waist, reaching above the shoulder, bending at the waist,		22. Are automatic sprinkler system water control valves, air and water pressure checked weekly as required? 1910.159(c)(2) & (3)			
	static muscle loading, extension of the arms, bending or twisting of the wrist and elevation of the elbows?		23. Are sprinkler heads protected by metal guards when exposed to physical damage? 1910.159(c)(8)(iii)			
	10. Are measures in place to prevent employ- ees hands, arms or wrists from being sub-		24. Is proper clearance maintained below sprinkler heads? 1910.159(c)(10)			
	jected to pressure from sharp edges on work surfaces? 11. Are armrests and footrests provided where		25. Are fire extinguishers mounted, located and identified so that they are readily accessible to employees? 1910.157(c)(1)			
	needed?		26. Are all fire extinguishers inspected and			
	12. Are antifatigue mats provided for employ- ees who are required to stand for long periods of time?		recharged regularly and noted on the inspection tag? 1910.157(e)			
<u> </u>	13. Where chairs or stools are provided, are they easily adjustable and suited to the task?	<u>Wall</u>	<u>kways</u>			
		l	27. Are aisles marked? 1910.22(b)(2)			
			28. Are aisles and passage ways properly illuminated? 1910.22(b)(2)			
Note	s:	I				

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<u>Y</u> <u>N</u>	Y N Exits				
 □ □ 29. Are aisles kept clean and free from obstructions? 1910.22(b)(1) □ □ 30. Are fire aisles, access to stairways, and 	□ □ 42. Is the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building				
fire equipment kept clear? 1910.178(m)(14) 31. Are pits and floor openings covered or	occupancy load? 1910.36(b) 43. Are exits properly marked? 1910.37(b)(2) 44. Is lighting in hallways and exit signs at				
otherwise guarded? 1910.22(a)	least 5 foot candles? 1910.37(b)(6)				
□ □ 32. Are standard guardrails provided wherever aisle or walkway surfaces are elevated	□ □ 45. Are exits kept free from obstructions? 1910.37(a)(3)				
more than 48 inches above any adjacent floor or the ground? 1910.23(c) Stairs	□ □ 46. Are the directions to exits when not immediately apparent, marked with visible signs? 1910.37(b)(6)				
33. Are stair railings of standard height (30"-34" above surface)? 1910.23(e)(2)	47. Are doors, passageways or stairways that are neither exits nor access to exits, appropriately marked "NOT AN EXIT" or "TO				
□ □ 34. Does every stairway having 4 or more threads have a handrail? 1910.23(d)	BASEMENT", etc.? 1910.37(b)(5) 48. Can an exit door be opened from the				
 □ □ 35. Are risers uniform in height? 1910.24(f) □ □ 36. Are standard railings provided on the open side of exposed stairs? 1910.24(h) 	direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?				
37. Are all stairways at least 22" wide? 1910.24(h)	1910.36(d)(1) Electrical Systems				
□ □ 38. Do stairs angle no more than 50 and no less than 30 degrees? 1910.24(e)	□ □ 49. Are all disconnecting switches and circuit breakers labeled to indicate their use or				
□ □ 39. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant? 1910.24(f)	equipment serviced? 1910.303(f) 50. Are switches, receptacles, etc., provided with tight fitting covers or plates?				
□ □ 40. Where stairs or stairways are present in any area where vehicles may be operate, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic? 1910.23(c)	1910.305(b)(2) 51. Do extension cords being used have a grounding conductor? 1910.304(g)(6) & 1910.334(a)(3)				
☐ ☐ 41. Where doors or gates open directly on a stairway, is there a platform provided so	□ □ 52. Are electrical appliances grounded? 1910.304(g)(6)				
the swing of the door does not reduce the width of the platform to less than 20 inches? 1910.23(a)(10)	□ □ 53. Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly? 1910.303(b)(1)(iv) & 1910.334 (a)(2)(i)				
□ □ 42. Are stairway handrails capable of with- standing a load of 200 pounds applied in any direction at any point on the rail? 1910.(e)(5)(iv)	54. Are multiple plug adapters prohibited? 1910.334(a)(3)(ii)				
Notes:					