

## OFFICE SAFETY INSPECTION WORKSHEET

INSTRUCTIONS: Executive Order 12196 and AIMS GAM 13.04.08A mandate periodic inspections of workplaces to assure prompt correction of unsafe and unhealthy working conditions. The questions below are intended to help identify potentially hazardous conditions and practices. All NO answers require an explanation of corrective action to be taken on that item. If corrective action cannot be taken, explain why not. (Use additional sheets, if necessary.) If there are any items or conditions that are not listed which may cause injury or illness, list them under "OTHER". Where a question is not applicable to a workplace, check N.A.

ORGANIZATION:	INSPECTION DATE:
BUILDING - SPACE INSPECTED:	NAME AND PHONE NUMBER OF INSPECTORS(S)
ADDRESS:	FOR MANAGEMENT
	FOR UNION

### A. EMERGENCY EGRESS

*Please consult page 8, Information Sheet, before the inspection is conducted.*

ITEMS INSPECTED	YES	NO	N.A.	COMMENTS/CORRECTIVE ACTION/DATE CORRECTIVE ACTION TAKEN
1. Are there at least two separate ways (exits) to leave the work area or office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are exits are remote as possible from each other so that employees do not have to travel more than 200 feet to an exit facility (300 feet if the building is completely sprinkler protected)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are exit aisles maintained which meet the requirements shown on page 6?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are exit aisles arranged in a clear, direct pattern and kept free of obstructions and impediments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is emergency lighting provided in buildings where: - the building is 3 or more stories in height, or - the total building occupancy is 1000 or more, or - the occupancy is 100 or more people at levels above or below the ground exit level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are all exits, other than ground level main entrances, identified with clearly visible, electrically illuminated exit signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. When the building is occupied, are all exits free of locks, chains and other fastening devices which could prevent free escape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are exit stairways clean, free of storage, equipped with secure handrails and self-closing doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Do all doors serving 50 or more people swing in the direction of travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEMS INSPECTED	YES	NO	N.A.	COMMENTS/CORRECTIVE ACTION/DATE CORRECTIVE ACTION TAKEN
10. Has there been an employee evacuation drill (such as fire, earthquake, bomb threat, hurricane, tornado, flood or similar emergency) in the last 6 months? (If no, explain why not, and give date of last scheduled evacuation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Have employees been instructed in fire emergency procedures, how to report a fire and instructed to evacuate the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are designated phones labeled with appropriate emergency numbers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Do all exits from the building discharge directly to the street, or to yard, court, or open space that gives access to a public way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Are all means of egress arranged so that it will not normally be necessary to pass through any high hazard area to reach an exit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Do all "EXIT" signs have arrows indicating the correct direction of egress, except where the direction of travel is immediately apparent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Have adequate accommodations been made to assure that handicapped employees can enter and exit safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Does each handrail allow continuous sliding of hands on them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Other comments				

## B. FIRE PROTECTION - PREVENTION

ITEMS INSPECTED	YES	NO	N.A.	COMMENT/CORRECTIVE ACTION/DATE CORRECTIVE ACTION TAKEN
1. Is a fire alarm system (manual-, sprinkler-, or detector-activated) provided in proper operating condition in buildings where: - the building is 3 or more stories in height, or - the total building occupancy is 1000 or more, or - the occupancy is 100 or more people at levels above or below the ground exit level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have portable fire extinguishers been provided which meet the selection and placement criteria on page 7?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are additional extinguishers provided for separate areas used exclusively for computer operations, storage of flammable materials or reprographic operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are extinguishers properly charged, mounted, conspicuously marked, and free from obstruction and impediments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are extinguishers inspected and tagged annually, and replaced by similar spares when taken for servicing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are quantities of flammable materials such as toners, inks, solvents, alcohol, thinners, paints, etc. stored in closed metal cabinets? (not required for small daily maintenance quantities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are hotplates, coffee pots, and similar electrical food and beverage preparation appliances inspected and strictly controlled to avoid unauthorized and indiscriminate use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are there adequate disposal facilities for cigarettes, etc., in areas where smoking is still allowed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are on-off timers strictly prohibited on employee appliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are areas where flammable liquids are used well ventilated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Have employees been instructed to evacuate the building in the event of a fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Where an alarm system is in place, is it capable of being perceived above background noise or light levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Have fire alarm pull boxes been inspected, and are they and other appropriate fire emergency equipment free from obstruction and impediments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Are all flammable material containers clearly marked as to their contents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Other comments				

## C. ELECTRICAL

ITEMS INSPECTED	YES	NO	N.A.	COMMENT/CORRECTIVE ACTION/DATE CORRECTIVE ACTION TAKEN
1. Are all 3-prong electrical plugs connected to grounded 3-hole receptacles? (NOTE: If building system does not have 3-hole receptacles, any adapters used must be checked upon installation for adequate grounding by a competent electrician.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are refrigerators, water coolers, portable electrical tools, and other appliances or machines positioned away from radiators or water pipes or, if used in damp-wet locations, grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the use of employee-owned appliances strictly controlled with routine spot checks, and are appliances turned off at the end of each workday?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are locations of cut-off switches to machines and equipment known to employees who use them regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are the visible wires, cords and plugs of all electrical equipment, tools, and appliances in good condition? (not frayed, cracked or broken, or prongs missing.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are extension cords prohibited, except where issued by SSA for work-related equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are the SSA-issued extension cords in good condition, do not pose a tripping hazard, and used only where fixed outlets cannot be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Do all employee-owned appliances bear the approval mark of Underwriters Lab (UL) or other recognized testing agency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are repairs to electrical equipment and appliances made by competent personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are guards provided for exposed electrical or moving parts of machinery, equipment, or appliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are all electrical receptacles (wall & floor) in good condition with face plates securely fastened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are all wires and cables securely fastened and not hanging from the wall or ceiling in an unsafe manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Have the portable electric tools been inspected and tested during the last 6 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Are clearly visible electric wires and cables placed in such a way as not to cause future damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Are SSA-issued extension cords free of splices or tape and do they not exceed 8 feet in length?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Other comments				

## D. GENERAL OFFICE SAFETY

ITEMS INSPECTED	YES	NO	N.A.	COMMENT/CORRECTIVE ACTION/DATE CORRECTIVE ACTION TAKEN
1. Are all light and other ceiling fixtures securely attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are work space partitions adequately secured, standing straight and not infringing on adequate aisle space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are furniture and equipment in good condition and safe to use? (Free of splintered or jagged edges, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are furniture and equipment so arranged that they do not infringe on adequate aisle space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are file cabinets and shelves properly loaded (from the bottom first) to prevent tipping over?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is inappropriate storage of materials avoided atop cabinets, bookcases and window sills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are aisles and pedestrian walkways free of electrical and telephone receptacles, cords, loose carpets, floor tiles, or any other uneven surface that may pose as a tripping or falling hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are floors clean, dry, non-slippery and free of trash?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are adequate storage areas provided for materials and supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are materials piled in an orderly manner, not extending into aisles and kept to a safe height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are all fans properly guarded with mesh openings of less than 1/2 inch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are workplace/equipment noise levels kept at an acceptable level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Is door hardware in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Are aisles kept free of storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Are individual trash cans kept out of aisles to prevent tripping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is adequate lighting provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Is adequate ventilation provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Are room and location finders in plain view and easily recognizable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Is there a stepstool or ladder so objects can be reached safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Where headsets are provided, are clean headsets available for employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Are floor and wall heating and air-conditioning units covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Are all windows free of breakage, cracks, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEMS INSPECTED	YES	NO	N.A.	COMMENT/CORRECTIVE ACTION/DATE CORRECTIVE ACTION TAKEN
23. Has there been any violation cited since the last inspection? If so, has corrective action been taken? If not, why?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Are video display terminals maintained in a clean and proper manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Where there are employees trained in CPR, are they certified, and are names posted in the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Other comments				

### E. HOUSEKEEPING - SANITATION

ITEMS INSPECTED	YES	NO	N.A.	COMMENT/CORRECTIVE ACTION/DATE CORRECTIVE ACTION TAKEN
1. Has a routine cleaning schedule been established and adhered to?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are approved trash receptacles used and emptied daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are trash receptacles and cans maintained in a sanitary condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are there suitable toilet and washing facilities and supplies, and are they maintained in a sanitary condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are vending areas maintained in a sanitary condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are personal use cooking and coffee pot areas maintained properly and routinely checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are eating/work/multipurpose areas maintained in a sanitary condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are microwave ovens, refrigerators, etc. checked routinely for cleanliness and proper operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are the work and food areas free from pests and rodents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are cleansers and rags available to employees for cleaning desktops, chairs, terminals, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are water fountains and coolers maintained in a sanitary and proper way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

12. Other comments

**F. SPECIAL INSPECTION AREAS (Check N.A. if not applicable to your worksite)**

ITEMS INSPECTED	YES	NO	N.A.	COMMENT/CORRECTIVE ACTION/DATE CORRECTIVE ACTION TAKEN
1. Are outdoor walking surfaces (sidewalks, steps, parking areas, etc.) free of holes, cracks or other hazards which could cause falls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are snow and ice removed from outdoor walking surfaces in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does building management have a regular inspection schedule for elevators, fire protection and alarm systems, boiler rooms, electrical utility areas, etc. by competent technicians?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is personal protective equipment (e.g., safety shoes, safety glasses, face shields, gloves, aprons, etc.) provided and required to be worn where such protection is obviously needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Other comments				

## AISLES AND ACCESS AREAS

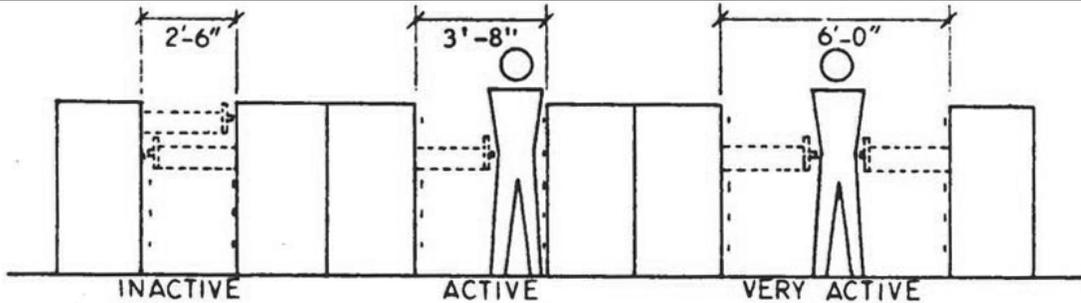
INDIVIDUAL WORK STATIONS: 28"

OTHER AISLES SERVING UP TO 200 PEOPLE: 3'8"	OTHER AISLES SERVING UP TO 250 PEOPLE: 4'8"
OTHER AISLES SERVING UP TO 300 PEOPLE: 5'6"	OTHER AISLES SERVING UP TO 350 PEOPLE: 6'6"
OTHER AISLES SERVING UP TO 400 PEOPLE: 7'4"	OTHER AISLES SERVING UP TO 450 PEOPLE: 8'4"

OTHER AISLES SERVING UP TO 500 PEOPLE: 9'2"

**OTHER MINIMUMS ARE REQUIRED WHEN CHAIRS, FILE CABINETS AND OTHER EQUIPEMENT CONSUME AISLE SPACE:**

### FILE ROOM AISLES



### DESK SPACING

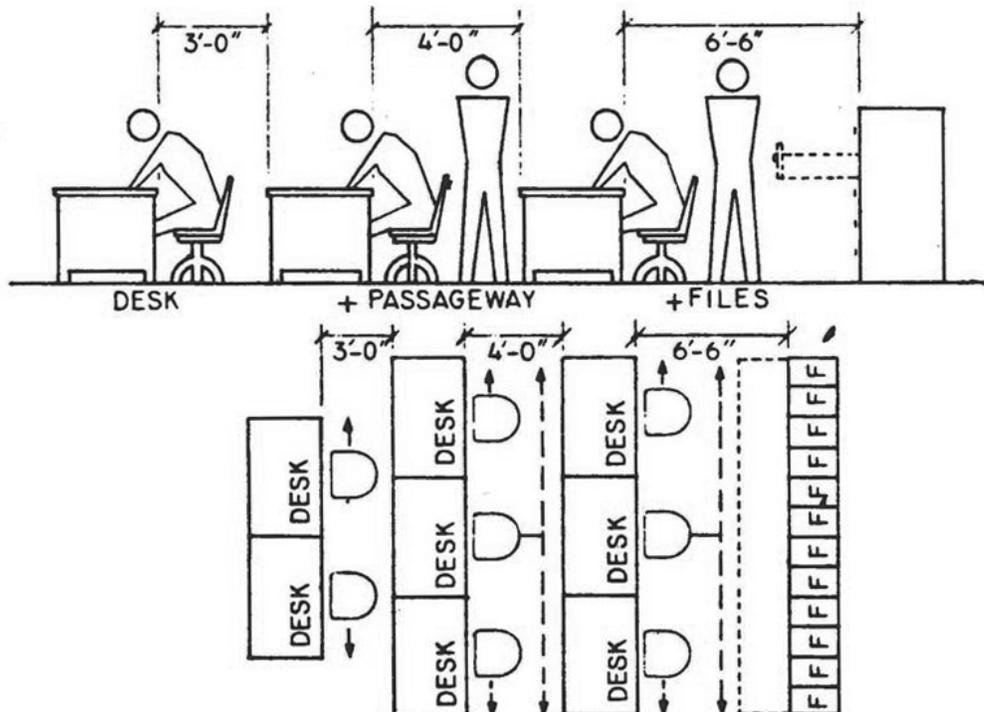


FIGURE 1

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**GENERAL GUIDELINES TO FOLLOW FOR HANDICAPPED AISLES**  
**(All allowances are the minimum requirements)**

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Clear width for single wheelchair to move continuously: 36 inches

Clear width for single wheelchair at a point (moving continuously and through a doorway): 32 inches

Clear width for 2 wheelchairs moving continuously to pass each other: 60 inches

Every 200 feet of 44-inch wide aisles increase the width of the aisle to 60 inches for passing space.

Clear width for single wheelchair to make a complete turn: 60 inches

Clear width for single wheelchair to make a 180-degree turn around an obstruction: 42 inches

Entrance into the workstation: 42 inches

Please keep in mind that the requirements listed above are minimum requirements. Provide aisles as wide as possible when space allows.

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**PORTABLE FIRE EXTINGUISHER**  
**SELECTION AND PLACEMENT CRITERIA**

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### **Selection of Extinguishers**

Class of fire covered (shown on extinguisher):

Class A - Ordinary combustibles (paper, wood, trash, etc.)

Class B - Flammable liquids (paint, oil, solvents, etc.)

Class C - Electrical (computers, copiers, motors, etc.)

The work area should be evaluated for which of these 3 classes of fire could possible occur. Then the appropriate extinguisher should be selected:

**Class ABC multipurpose dry chemical extinguisher** - This extinguisher will extinguish all 3 classes of fire and is preferable for most SSA office environments. It does, however, leave a powdery residue and should not be placed in rooms used exclusively for computer operations.

**Class BC carbon dioxide extinguisher** - This extinguisher leaves no residue and should be the selection in rooms used exclusively for computer or other electrical operations. Please note: Several SSA facilities have inquired about the use of portable Halon extinguishers for computer operations. Because of the health hazards associated with high concentrations of Halon, SSA continues to recommend selecting the BC carbon dioxide extinguisher rather than Halon. Halon use also may soon be restricted because it is a member of the chlorinated fluorocarbon group responsible for depleting the protective ozone layer of the atmosphere.

**Class A water extinguisher** - Only for areas with ordinary combustibles (paper, wood, trash, etc.). It should not be located where electrical equipment is used.

### **Placement of Extinguishers**

(1) Along normal paths or travel, visible and unobstructed. Red tape, paint or sign should be placed above the extinguisher so its location is apparent from a distance.

(2) Maximum travel distance from a potential fire location to an extinguisher:

Class A water extinguisher - 75 feet

All other extinguishers - 50 feet

