

# Cal Poly Safety Inspection Checklist

## Office Area Safety

### Instructions

The campus Injury and Illness Prevention Program, Section 10.1, 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:

- Write "N/A" in the comments section for that item.
- 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 these forms for their operations. The Environmental Health & Safety (EH&S) Office can provide the original Word file for modification. If your office has operations, equipment, or processes not covered by this checklist, EH&S will assist you in developing a checklist tool for the 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:

- Fixing it yourself.
- Issuing a work order to Facility Services to repair an item. Work orders may be issued via phone at x65555 or via an online web form at: [http://www.facsrv.calpoly.edu/fac\\_serv/form\\_mnt.html](http://www.facsrv.calpoly.edu/fac_serv/form_mnt.html).
- If these methods cannot correct the problem, contact the Environmental Health & Safety Office at x66662 for assistance.

After the problem is corrected, the date of correction should be entered in the "comments" section next to that inspection checklist item.

After completion, all safety inspection checklists should be kept by the department for at least three (3) years. The C.S.U. Board of Trustees performs periodic audits of these records.

Questions regarding safety inspections can be directed to the Environmental Health & Safety Office at extension 66662.

# Cal Poly Safety Inspection Checklist

## Office Area Safety

Date: \_\_\_\_\_ Department: \_\_\_\_\_ Building: \_\_\_\_\_ Room(s): \_\_\_\_\_

Person Performing Inspection: \_\_\_\_\_

	Yes	No	N/A
Are exit ways clear of obstructions?			
Are extension cords ONLY used to supply temporary power to portable equipment (does not include power strips with built-in circuit breakers)?			
Are fire extinguishers charged with current (within 1 year) tags?			
Are first aid supplies readily available to employees in the area?			
Is storage well organized with adequate, clear aisles?			
Is there at least 18 inches of clearance between the ceiling and stored materials?			
Are stored materials clear (at least 24 inches) from lamps, heaters, hot pipes, etc.?			
Is furniture over 42 inches tall attached to the floor or wall to prevent tipping in an earthquake?			
Are emergency phone numbers posted prominently?			
Are power, telephone, and computer cables arranged and routed so as not to be a trip hazard?			
Are self-closing fire doors in good operating condition and not held open with wedges or other means?			
Are doors which are blocked on one side clearly marked on the opposite side: "No Access Through This Door"?			
Are doors, passageways or stairways, that are neither exits nor accesses to exits and which could be mistaken for exits, appropriately marked with, "Not An Exit", "To Storeroom", etc.?			