

13.2.8 Office Inspection

Item to be Inspected	Safe	Unsafe	Action
Are floor surfaces clean, dry and free from debris?			
Are carpets well secured and free from worn or frayed spots?			
Are aisles and doorways free of objects to permit unobstructed visibility and/or exit?			
Are file cabinet and storage closets places so drawers and doors do not open into aisles?			
Are acoustic covers in place over noisy equipment?			
Are emergency exits marked and free from obstructions?			
Are there regular fire evacuation practices?			
Are glass doors clearly identified?			
Electrical			
Are power bars connected directly to main receptacle?			
Are all electrical equipment grounded and CSA approved?			
Are phone lines, electrical cords and extension cords secured under desks or along baseboards?			
Do all 3 wire plugs have the ground pin securely in place?			
Are raised floor receptacles located in non-traffic areas?			
Ergonomic			
Are keyboards and monitors placed directly in front of the operator?			
Are keyboard trays adjustable?			
Are secretarial chairs adjustable, both in height and back, and on 5-point rolling castors?			
Do chairs have sturdy rungs and legs?			
Materials			
Are heavy items, e.g. paper, stored on lower and middle shelves of storage cabinets?			

Item to be Inspected	Safe	Unsafe	Action
Is there a stepstool or ladder available to reach top shelves?			
Are all chemicals labeled, e.g. photocopying toner, etc.?			
Are MSDS available for the products?			
Are gloves available for use with the chemicals?			

Equipment

Is regular maintenance provided for the photocopier, printer, etc? Are records kept?			
Do paper cutters have guards in place and is the torsion spring adjusted to hold blade up when released?			

Emergency System

Is office staff familiar with emergency procedures and reporting of accidents?			
Are fire extinguishers available? Are the inspection tags attached with date of yearly inspection noted?			
Are first Aid boxes (stations) available and a list of qualified first aiders attached with their locations?			
Are gloves available for administering First Aid and handling chemicals?			