

WORKSITE INSPECTION FORM

General Office Environment

Location: _____ Date: _____

Inspector: _____ Phone: _____

Department: _____

Administration and Training

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| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 1. | Are all safety records maintained in a centralized file for easy access? Are they current? |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 2. | Have all employees attended Injury & Illness Prevention Program training? If not, what percentage has attended? _____ |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 3. | Does the department have a completed Emergency Action Plan? Are employees being trained on its contents? |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 4. | Are chemical products used in the office being purchased in small quantities? Are Material Safety Data Sheets needed? |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 5. | Are the Cal/OSHA information poster, Workers' Compensation bulletin, annual accident summary posted? |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 6. | Are annual workplace inspections performed and documented? |

General Safety

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| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 7. | Are exits, fire alarms, pullboxes clearly marked and unobstructed? |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 8. | Are aisles and corridors unobstructed to allow unimpeded evacuations? |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 9. | Is a clearly identified, unobstructed, charged, currently inspected and tagged, wall-mounted fire extinguisher available as required by the Fire Department? |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 10. | Are ergonomic issues being addressed for employees using computers or at risk of repetitive motion injuries? |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 11. | Is a fully stocked first-aid kit available? Is the location known to all employees in the area? |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 12. | Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes? |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 13. | Are books and heavy items and equipment stored on low shelves and secured to prevent them from falling on people during earthquakes? |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 14. | Is the office kept clean of trash and recyclables promptly removed? |

Electrical Safety

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| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 15. | Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or broken insulation? |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 16. | Are circuit breaker panels accessible and labeled? |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 17. | Are surge protectors being used? If so, they must be equipped with an automatic circuit breaker, have cords no longer than 6 feet in length, and be plugged directly into a wall outlet. |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 18. | Is lighting adequate throughout the work environment? |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 19. | Are extension cords being used correctly? They must not run through walls, doors, ceiling, or present a trip hazard. |
| Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | 20. | Are portable electric heaters being used? If so, they must be UL listed, plugged directly into a wall outlet, and located away from combustible materials. |