

## SAFETY COMPLIANCE CHECKLIST

### Office Areas

<b>General</b>	Place a check in the box if the answer is yes and an X in the box where the answer is no.	
	Are floors safe (loose carpets, floor tiles highly waxed, wet, free of trip hazards)?	
	Are all work areas clean, sanitary, orderly, and adequately illuminated?	
	Is there hot water available in the restroom?	
	Are all toilets and washing facilities clean and sanitary?	
	Does the room maintain a comfortable temperature?	
	Radiant space heaters require a Portable Appliance Permit, MSFC 3798 and a Tip Over Shut Off Switch.?	
	Are office appliances UL rated?	
	Are work areas free from electrical wires in the walkways?	
	Are MSDS's available for office area chemicals?	
	Are work supplies and materials stored in cabinets, on storage shelves, or other areas specifically set aside for that purpose? Storage of supplies and equipment is strictly prohibited in any mechanical room.	
	Is combustible scrap, debris, and waste stored safely and removed from the work site promptly?	
<b>Emergency Precautions and First Aid</b>		
	Are emergency phone numbers posted where they can be readily found in case of an emergency? Call 544-4357 (4-HELP) or 911 on a MSFC network phone.	
	Are fire evacuation procedures posted?	
	Are there signs marking the exits from the building?	
	Is there emergency lighting in rooms without windows?	
<b>Fire Protection</b>		
	Are fire doors left in the closed position?	
	Is the minimum clearance of 18 inches maintained between the bottom of any sprinkler head or fire detection device and the top of equipment, storage, room partitions, or mobile compact shelving within a room? This "plane of clearance" shall extend horizontally wall to wall throughout the room.	
	Are fire doors in good operating condition?	

Office Areas (continued)

	Are fire doors unobstructed?	
	Are flammable chemicals stored in flammable storage cabinets.	
	Are fire extinguishers mounted in readily accessible locations?	
	Are fire extinguishers checked monthly/periodically?	
<b>Walkways</b>		
	Where doors open into hallways and aisles, are they marked with yellow and black stripes to warn passing personnel? Are "Open Door Slowly" signs posted on the office side of the door?	
	Is the 44-inch minimum clearance maintained in all hallways and major passageways between partitions or cubicles maintained. There should be a 36-inch minimum clearance maintained in all other walkways.	
	Are materials or equipment stored in such a way that sharp objects will not interfere with the walkway?	
<b>Stairs and Stairways</b>		
	Are there stair rails or handrails on all stairways having four or more risers?	
	Are all stairways at least 22 inches wide?	
	Do stairs have a slip resistant surface?	
<b>Exits</b>		
	Are all exits kept free of obstructions? Marked with an exit sign and illuminated by a reliable light source?	
	Are the directions to exits, when not immediately apparent, marked with visible signs?	
	Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits appropriately marked "Not an Exit," "To Basement," "Storeroom", etc.?	
	Are there sufficient exits to permit prompt escape in case of an emergency?	
	Are special precautions taken to protect employees during construction and repair operations?	
	Is the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building occupancy load?	
	Are doors which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?	
	Are windows which could be mistaken for exit doors made inaccessible by means of barriers or railings?	
	Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?	

Office Areas (continued)

<b>Workstation Ergonomics</b>		
	Are wrist supports present at computer workstations?	
	Is the workstation equipped with an anti-glare computer screen? Or free of glare from ambient light?	
	Does the working space allow for a full range of work movements?	
	Are mechanical aids and equipment provided where feasible?	
	Is the work surface height proper and adjustable?	
	Is the workstation designed to minimize or eliminate twisting at the waist, reaching above the shoulder, bending at the waist, static muscle loading, extension of the arms, bending or twisting of the wrist, and elevation of elbows?	
	Are the employees' hands or arms subjected to pressure from sharp edges on work surfaces?	
	Are armrests and footrests provided where needed?	
	Are cushioned floor mats provided for workers who are required to stand for long periods?	
	Where chairs or stools are provided are they easily adjustable and suited to the task?	
	Are all task requirements visible from comfortable positions?	

Office Areas (continued)

<b>Electrical</b>		
	Are electrical appliances such as vacuum cleaners, polishers, vending machines, extension cords, etc., grounded?	
	Are multiple plug adapters prohibited?	
	Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?	
	Are flexible cords and cables free of splices or taps?	
	Are all cord and cable connections intact and secure?	
	Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?	
	Is sufficient access working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?	
	Are all unused openings (including conduit knockouts) in electrical enclosures and fittings enclosed with appropriate covers, plugs, or plates?	
	Are switches, receptacles, etc., provided with tight-fitting covers or plates?	
	Are all personal electrical equipment such as coffee makers, radios, lamps, and similar appliances Underwriters Laboratory (UL) listed? Coffee Makers, Ovens, Microwaves and any other heat producing appliance requires a Portable Appliance Permit, MSFC 3798.	
	Are there exposed floor telephone jacks and electrical outlets in work area which could constitute a tripping hazard?	
	Are there any electrical or telephone cords crossing a passage or aisle without being covered by a rubber channel designed for that purpose?	
	Are there electrical power strips connected in a series? (Only a single strip shall be used between equipment and facility electrical outlet).	
	Are there radiant-type space heaters being used in work areas? Heaters require a Portable Appliance Permit, MSFC 3798 and a Tip-Over Switch.	