

GENERAL OFFICE SAFETY

	yes	no
Are all work areas and aisles clear and free from obstructions? (boxes, chairs, trash cans, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Are trash containers provided and used? (Sharp objects and dangerous substances should be disposed of in approved containers.)	<input type="checkbox"/>	<input type="checkbox"/>
Are step ladders provided for access to shelves in closets and storerooms?	<input type="checkbox"/>	<input type="checkbox"/>
Are boxes or other heavy objects not stored on top shelves of coat racks?	<input type="checkbox"/>	<input type="checkbox"/>
Are two or more file cabinets bolted together and anchored to the wall or floor to prevent tipping?	<input type="checkbox"/>	<input type="checkbox"/>
Are file cabinet drawers kept closed at all times when not in use?	<input type="checkbox"/>	<input type="checkbox"/>
Are lighting and ventilation adequate in all areas?	<input type="checkbox"/>	<input type="checkbox"/>
Are safe lifting techniques used?	<input type="checkbox"/>	<input type="checkbox"/>
Is running not permitted?	<input type="checkbox"/>	<input type="checkbox"/>
Are video display terminals (VDT) not higher than eye level?	<input type="checkbox"/>	<input type="checkbox"/>
Are VDTs tilted to eliminate glare?	<input type="checkbox"/>	<input type="checkbox"/>
Are VDTs at least 18-32 inches from eyes?	<input type="checkbox"/>	<input type="checkbox"/>
Is personal hygiene practiced before handling food?	<input type="checkbox"/>	<input type="checkbox"/>
Are Material Safety Data Sheets available for all hazardous materials employees use?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been trained in safe work practices and procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees aware of safety programs available to them such as the Injury and Illness Prevention Program?	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate fire extinguishers and alarms available and do employees know of their location and how to use them?	<input type="checkbox"/>	<input type="checkbox"/>
Have tripping hazards, such as cords in aisles, been eliminated?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees familiar with appropriate emergency phone numbers and procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid kits readily available?	<input type="checkbox"/>	<input type="checkbox"/>