

NOAA

Facilities/Office Safety Checklist

Work Environment

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are all work areas clean, sanitary, orderly and adequately illuminated?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If noise levels appear high, has testing been performed?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is combustible scrap, debris, and waste stored safely and removed from the work site promptly?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is the facility free of environmental hazards - dust, chemicals, radiation, welding rays, heat, cold or excessive noise--that result from job performance?

Office Area: Ergonomics

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are all task requirements visible from neutral body positions? (No awkward positions)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are armrests and footrests provided where requested by the employee?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are cushioned floor mats provided for workers who are required to stand for long periods?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are mechanical aids and equipment such as lifting devices, carts, dollies, etc. provided where needed?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are workers wearing the protective clothing or equipment that is provided for the job?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are key boards equipped with wrist supports at computer workstations?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do all work stations allow for full range of employee movement, such as space enough to lift material safely?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Have you prevented employees' hands or arms from being subjected to pressure from sharp edges on work surfaces?

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Office Area: Ergonomics (continued)

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is the work surface height proper and adjustable for use by all sizes of employee?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is the worker aligned to the machine in a way to avoid potentially dangerous or off-balance positions?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is the workstation equipped with an anti-glare computer screen?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Where chairs or stools are provided are they ergonomically adjustable and adjusted to the user?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Have your worker movements ever been analyzed by a safety professional or ergonomist so that potential injuries are avoided?

Office Area: Emergency Information Postings

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are established emergency phone numbers posted where they can be readily found in case of an emergency?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are fire evacuation procedures/diagrams posted?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are tornado shelter and fire evacuation assembly area locations posted?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is emergency information posted in every area where you store hazardous waste?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is established facility emergency information posted near a telephone?

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Office Area: Fire Prevention

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are flammable liquids, such as gasoline, kept in approved safety cans?

Office Area: Sprinkler Systems

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is proper clearance maintained below sprinkler heads (i.e., 18" clear)?

Office Area: Walkways

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are materials or equipment stored in such a way that sharp objects will not interfere with the walkway?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are pits and floor openings covered or otherwise guarded?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 48 inches above any adjacent floor or the ground?

Office Area: Exits

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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.?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are exits kept free of obstructions?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are exits properly marked?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are the directions to exits, when not immediately apparent, marked with visible signs?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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?

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Office Area: Electrical Systems

Yes No N/A

(Please have your facility maintenance person or electrician accompany you during this part of the inspection)

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| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are all cord and cable connections intact and secure? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | In your secure electrical rooms are all electrical raceways and enclosures securely fastened in place? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance? (This space is usually 3 feet) |