OSU Office and Classroom Safety -- Self-Audit Checklist

Building & Room ______________________ Supervisor ______________________ Date _________ Audit Performed by ___________________

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<th>Y</th>
<th>N</th>
<th>NA</th>
<th>COMMENTS</th>
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**A. Walking Surfaces**

1. Aisles established and clear
2. Tripping hazards absent
3. Floors even (no holes or cracks)
4. Carpets and rugs secure
5. Floors kept dry - not slippery
6. Entrance mats available (wet weather)
7. Outside walkways, stairs, and parking areas in good repair

**B. Bookcases, Shelves, Cabinets**

1. Wall shelves designed for current load
2. Shelves not overloaded
3. Storage cabinets, bookcases and file cabinets secured from tipping
4. File drawers closed when not in use (only one open at a time to prevent tipping)

**C. Electrical Hazards**

1. Extension cords are 3-wire type in good condition - no splices or broken insulation
2. Extension cord use limited to 30-day (temporary) period
3. Only one extension cord used - not plugged into other extension cords
4. Power cords in good condition - no splices or broken insulation
5. Plugs in good condition - no exposed wires
6. Wall outlet and junction box covers in place
7. Electric circuit panels clear (at least 30 inches in front of panel)
8. Circuits not overloaded - all multiple outlet strips equipped with overload protection
9. All wires or extension cords are kept from running under carpets or rugs, through doorways, or in traffic areas
A. Walking Surfaces
1. Aisles should be clearly established, especially in storage areas, and no less than 22 inches wide.
2. Walking surfaces should be clear of any materials that are low to the ground, where they may present a tripping hazard. Examples include electrical cords or wires stretched across the floor, short stacks of paper, or small pieces of equipment on the floor.
3. Self-explanatory. If repairs are needed, contact Facilities Services
5. Carpets and rugs should be secured to prevent slipping.
6. Mats should be present inside, outside, or both for individuals to rid their shoes of moisture, ice, or mud from outdoors.

B. Bookcases, Shelves, Cabinets
1. Heavy-duty standards (the hardware securing the shelf to the wall) and brackets are necessary for heavy loads, particularly for book storage. Single bolt standards usually are not adequate, especially when used for plaster walls. Contact EH&S for more information.
2. Self-explanatory.
3. Storage cabinets, file cabinets, and bookcases should be secured to the wall to prevent tipping if over 3 feet tall or if they would block egress if tipped over.
4. Only one drawer should be opened at time to prevent the cabinet from tipping over. File drawers should be kept closed when not in use to prevent a tripping hazard.

C. Electrical Hazards
1. Extension cords should have three prongs for proper grounding and the cord should be in good condition to prevent accidental electrical exposure. Consider the use of surge protectors for computers, printers and the like.
2. Temporary use of extension cords is permitted. Permanent use is not.
3. Extension cords may only be used in continuous lengths, without splices.
4. Equipment power cords should be replaced if damaged in any way.
5. Through normal wear and tear, the insulation may break at the point where the plug is joined to the cord, exposing the equipment user to the potential of an electrical shock. Plugs should be replaced whenever this occurs.
6. Wall outlet covers should be in place to prevent accidental exposure to electrical wiring.
7. The electrical circuit panel must be accessible at all times. Furniture, equipment or storage of materials should not prohibit access. At least 30 inches of space around the panel must be kept free from obstruction at all times according to the Oregon Uniform Fire Code.
8. Multiple outlet strips should be equipped with overload protection (such as a circuit breaker or fuse) to reduce the possibility of a fire.
9. Wires or extension cords under rugs or through doorways may become damaged, creating a potential fire hazard.
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<tbody>
<tr>
<td>D. Stairways, Ramps, Corridors, Storage Areas</td>
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<tr>
<td>1.</td>
<td>Adequate lighting in place (including emergency lighting)</td>
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<td>2.</td>
<td>Ramps have non-slip surface</td>
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<td>3.</td>
<td>Stair treads in good condition</td>
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<td>4.</td>
<td>Stairways clear - not used for storage</td>
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<td>5.</td>
<td>Handrails installed – maintained in good condition</td>
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<td>6.</td>
<td>Guardrails installed (where needed)</td>
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<td>7.</td>
<td>Corridors kept clear of equipment and supplies</td>
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<td>8.</td>
<td>Storage is more than 18 inches from sprinkler heads and 24 inches from ceiling</td>
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<td>9.</td>
<td>Ladders provided for high storage areas</td>
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<td>E. Office Equipment</td>
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<td>1.</td>
<td>Chairs maintained in safe condition and adjustable (when appropriate)</td>
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<td>2.</td>
<td>Paper cutter equipped with guard - blade spring functioning</td>
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<td>3.</td>
<td>Step stools available for use, where needed</td>
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<td>F. Fire Prevention, Emergency Exits, Housekeeping</td>
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<tr>
<td>1.</td>
<td>Fire extinguishers have current inspection tags</td>
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<td>2.</td>
<td>Fire door (as defined in building code) closed - not blocked open</td>
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<td>3.</td>
<td>Exits not obstructed; always operable during normal business hours or special events</td>
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<td>4.</td>
<td>Exits properly marked, exit signs illuminated</td>
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<td>5.</td>
<td>Good housekeeping - excess paper, cardboard boxes (especially computer shipping cartons), and trash removed frequently</td>
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<td>6.</td>
<td>Office has current emergency action plan - occupants trained upon initial hire and as necessary thereafter</td>
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<td>7.</td>
<td>Electric space heaters only as approved by Facilities Services</td>
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<td>G. Classrooms, Places of Assembly</td>
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<tr>
<td>1.</td>
<td>Desks maintained in safe condition</td>
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<tr>
<td>2.</td>
<td>Chairs maintained in safe condition</td>
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<tr>
<td>3.</td>
<td>Occupancy limits are posted</td>
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Key to Office and Classroom Safety Checklist

D. Stairways, Ramps, Corridors, Storage Areas
1. Stairways, ramps and corridors should be illuminated in such a way that individuals are able to adequately see steps and walkways.
2. Self-explanatory.
4. Storage in stairways is prohibited by the Uniform Fire Code.
7. Storage in hallways and corridors is prohibited by the Uniform Fire Code. All permanent items, such as low-profile bookcases, must be secured to the building structure.
9. Ladders should be in good condition. The top “step” of a step ladder should not be used.

E. Office Equipment
1. In order to prevent back strain and repetitive strain injuries, chairs should be in good condition and should be adjusted such that the individual may sit comfortably at the work table or desk. EH&S can offer guidance on proper ergonomic adjustment of chairs.
2. Self-explanatory.
3. Self-explanatory. Individuals should not stand on chairs, tables, boxes or other equipment. Appropriate step-stools should be used.

F. Fire Prevention, Emergency Exits, Housekeeping
1. Fire extinguishers should be minimally inspected monthly by building occupants. Contact EH&S if a fire extinguisher inspection is out of date (i.e., inspected more than a year ago).
2. Required fire doors (used for separation) must be closed, but able to be opened in the direction of exit, at all times, unless held open with a device approved by the Oregon Uniform Fire Code. Wooden wedges must never be used to block fire doors open.
3. Exit doors must be capable of being opened with one physical motion and without special knowledge of locking mechanism (Uniform Fire Code).
5. Self-explanatory.
6. A model Emergency Action Plan is available through EH&S.
7. Self-explanatory.

G. Classrooms, Places of Assembly
1. Examine desks for broken legs and tops, splintering, sharp edges, and the like.
2. Examine chairs for broken legs and seats, splintering, sharp edges, and the like. If chairs are bolted to the floor, check for unbolted chairs or those which are loose.
3. Occupancy limits are determined by a number of factors, including floor space, the intended use of the space, and the number and availability of exits. The occupancy limit should be posted near the main exit from the area. Contact EH&S for assistance.