

C. A. S. H.

County of Alameda Safety and Health

WORKPLACE ANALYSIS OFFICE AREA HEALTH AND SAFETY INSPECTION CHECKLIST

AGENCY: _____ LOCATION: _____

INSPECTED BY: _____ DATE INSPECTED: _____

	DESCRIPTION		CORRECTIVE ACTION NEEDED	DATE
WALKING SURFACES				
<input type="checkbox"/>	Aisles correctly established and clear	<input type="checkbox"/>		
<input type="checkbox"/>	No tripping hazards in evidence	<input type="checkbox"/>		
<input type="checkbox"/>	Floors dry – not slippery	<input type="checkbox"/>		
<input type="checkbox"/>	Cords not stretched across aisles or under carpets	<input type="checkbox"/>		
<input type="checkbox"/>	Entrance mats available and used in wet weather	<input type="checkbox"/>		
<input type="checkbox"/>	Carpet is secure and free of tears, lumps or loose pieces	<input type="checkbox"/>		

STAIRWAYS, AISLES, STORAGE ROOMS, HALLS, EMERGENCY EXITS, FIRE EXTINGUISHERS				
<input type="checkbox"/>	Adequate lighting in stairways, aisles and storage rooms	<input type="checkbox"/>		
<input type="checkbox"/>	Stairways clear – not cluttered	<input type="checkbox"/>		
<input type="checkbox"/>	Stair treads in good condition	<input type="checkbox"/>		
<input type="checkbox"/>	Handrails installed in good condition	<input type="checkbox"/>		
<input type="checkbox"/>	Halls kept clear of equipment and supplies	<input type="checkbox"/>		
<input type="checkbox"/>	Emergency exit doors clearly marked and accessible	<input type="checkbox"/>		
<input type="checkbox"/>	Fire extinguishers accessible and fully charged	<input type="checkbox"/>		

BOOKCASES, SHELVES, CABINETS				
<input type="checkbox"/>	Bookcases and shelves not overloaded	<input type="checkbox"/>		
<input type="checkbox"/>	Heavy storage shelves secured to wall	<input type="checkbox"/>		
<input type="checkbox"/>	File drawers closed when not in use	<input type="checkbox"/>		
<input type="checkbox"/>	Bookcases and cabinets secured against tipping	<input type="checkbox"/>		

ELECTRICAL SAFETY, CHAIRS, CHEMICAL PRODUCTS, LADDERS, TOOLS, AIR MOVEMENT				
<input type="checkbox"/>	Electrical outlets not overloaded	<input type="checkbox"/>		
<input type="checkbox"/>	Equipment properly grounded	<input type="checkbox"/>		
<input type="checkbox"/>	Electrical cords and plugs in good condition	<input type="checkbox"/>		
<input type="checkbox"/>	Extension cords not substituted for permanent wiring	<input type="checkbox"/>		
<input type="checkbox"/>	Chairs in good mechanical condition (springs/casters)	<input type="checkbox"/>		
<input type="checkbox"/>	Chemical products properly used and stored	<input type="checkbox"/>		
<input type="checkbox"/>	Safe step stools and ladders properly used	<input type="checkbox"/>		
<input type="checkbox"/>	Paper cutter equipped with guard/blade spring function	<input type="checkbox"/>		
<input type="checkbox"/>	Paper shredded guarded	<input type="checkbox"/>		
<input type="checkbox"/>	Unobstructed air movement and vents	<input type="checkbox"/>		

CHECK IF SATISFACTORY

IF NEEDS IMPROVEMENT PLEASE DESCRIBE