



Office Safety/Security Inspection Checklist

Department:	
Location:	
Inspector:	
Date:	

INSPECTION ITEMS	Y	N	*Risk	Abatement Action & Date	Work Order Date	Date Complete
Administrative						
1. Are employees aware of the department's Injury and Illness Program and know where to access?						
2. Have employees been trained in the IIPP?						
3. Is the Emergency Exit plan posted and unobstructed?						
4. Is the facility Emergency Action/Evacuation Plan (EAP) up to date?						
5. Where applicable, are Safety Data Sheets (SDS) on file and available to employees?						
6. When was the last time the employees participated in an emergency drill of any type?						
7. Do employees know the location(s) of the first aid kit and emergency supplies?						
General Safety/Housekeeping						
8. Are the exits (doorways), exit aisles, or corridors free of obstacles and combustible storage?						
9. Are filing cabinets, bookcases, and other items over 4 feet tall securely bolted to floors or walls?						
10. Are materials on shelves above chest level secured by doors or straps?						
11. Are cubicle walls secured?						
12. Are coffee machines, etc. securely fixed to avoid risk of scalds?						
13. Is overhead storage of heavy items prevented?						
14. Are heavy files placed in bottom drawers to prevent tipping?						
15. Are file drawers kept closed when not in use?						

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16. Are stepladders provided for high storage areas?						
17. Are office areas cleaned & maintained regularly?						
18. Are workstations kept tidy and uncluttered?						
19. Are storage rooms & recycling areas neatly maintained?						
20. Are all waste materials placed in the proper waste containers and emptied regularly?						
21. Is carpeting in good condition with loose rugs and mats secured?						
22. Is paper cutter equipped with guard?						
23. Do electric fans have a grill or guard for finger protection?						
Environmental Conditions						
24. Are there damaged, discolored, or missing ceiling tiles?						
25. Damage to ceiling, walls, or floors from roof leaks or other water intrusion?						
26. Do any ceilings have peeling/flaking paint or plaster?						
27. Are there damaged or discolored walls?						
28. Is there peeling or flaking paint?						
29. Do surfaces have heavy dust accumulation?						
30. Are flooring surfaces such as floor tiles or laminate intact and undamaged?						
If you answer YES to items 24-29, please complete the <u>Property Damage incident report</u> , and send to DRM, and PFMD/RESD**						
Fire Protection						
31. Are exits visibly marked & clear of any obstruction? Are exit signs working & tested?						
32. Are fire doors closed securely at all times?						
33. Are stairwells clear?						
34. Are proper fire extinguishers available & inspected monthly?						
35. Are special procedures in place for workers with disabilities to assist them to exit?						

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36. Are combustible materials stored in assigned storage cabinets or designated areas?						
37. Are materials stored at least 18 inches away from sprinkler heads, or 24 inches from the ceiling where no sprinkler system exists?						
38. Are fire drills held on a regular basis?						
39. Can employees demonstrate knowledge of RACE and PASS ? Reference IIPP on DRM website.						
40. Are electric space heaters plugged directly into walls, have working tip over switch and away from combustible materials?						
Electrical						
41. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?						
42. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisle ways; not to be used as permanent source of electrical supply, no daisy chains (e.g., not linked together).						
43. Is clear access (36" clearance) provided around all electrical panels?						
44. Are extension cords heavy-duty, and servicing only one appliance or fixture?						
45. Is faulty or broken equipment removed from service?						
46. Are lamps well clear of drapes, papers and other combustible materials?						
Computer Workstations						
47. Are the keyboard and mouse functioning properly?						
48. Are computer monitors functional?						
49. Are chairs used at computer workstations adjustable and in good condition?						
50. Are areas under desk surfaces kept clear and uncluttered?						
51. Lighting - Do workstations have adequate lighting? Computer screens do not have glare from lights or windows?						

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Security Management						
52. Are employees wearing their authorized County ID cards?						
53. Are employees encouraged to take the SB Safe Training?						
54. Can employees demonstrate knowledge on what to do during an "Active Assailant Event"?						
55. Can employees demonstrate knowledge on how to properly approach an unidentified person in their area/department?						
56. Do employees know how to contact law enforcement and/or security during an emergency? Reference EAP						
57. Do managers and supervisors know how to report a "Workplace Violence" incident?						
58. Do employees know the signs that could point to a potential "Workplace Violence"?						
59. Are exterior doors in good working condition? Do they latch, lock and close properly?						
60. If panic buttons are installed, are they tested, and batteries replaced annually?						
61. Are emergency exit alarms tested and batteries replaced annually? Refer to FM or RES.						
62. Are alarm systems tested quarterly, batteries inspected annually and replaced every 3 years? Refer to FM or RES.						
63. Are alarm call out lists updated and reviewed quarterly or when staff changes occur?						
64. Exterior lighting – Is it in good working condition in parking lots and around the building perimeter? Are employee entrance and exits well lit? Is lighting blocked by landscaping or trees?						
65. Is landscaping maintained? Shrubs no higher than two feet and tree canopies no lower than eight feet?						
66. Exterior maintenance – is the exterior of the building and parking lot free from litter and graffiti? Is maintenance performed on a regular basis and broken items repaired or replaced?						
67. Is there an inventory of building keys? Who keys are assigned to? Are keys collected when employees go to new assignments or leave the county?						

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68. Do employees know how to report lost or stolen keys? Are key audits conducted annually?						
69. If a Video Surveillance System is present in the facility are all the cameras working? If cameras are not working, are they repaired in a timely manner?						

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Notes/Comments/Additional Observations:

****Acronyms:**

DRM: Department of Risk Management

PFMD: Project and Facilities Management Department

RESD: Real Estate Services Department