

**Office and Classroom Safety
Self-Audit Checklist**

Building _____ Room _____ Supervisor _____ Date _____

Audit Performed by _____

	Y	N	NA	COMMENTS
A. Walking Surfaces				
1. Aisles established and clear				
2. No tripping hazards present				
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 intended load				
2. Shelves not overloaded				
3. Heavy 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. All extension cords are 3-wire type and in good condition - no splices or broken insulation				

Key to Office and Classroom Safety Checklist

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 Estate Management
4. Self-explanatory.
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.
7. Self-explanatory. Notify Estate Management of any problems.

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 EOHS for more information.
2. Self-explanatory.
3. Storage cabinets, file cabinets, and bookcases should be secured to the wall to prevent tipping.
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.

	Y	N	NA	COMMENTS
2. Limit extension cords to ten feet in length				
3. Only one extension cord used - not plugged into other extension cords				
4. Equipment 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 open area)				
8. Circuits not overloaded - all multiple outlet strips equipped with overload protection				
9. No wires or extension cords under carpets or rugs, through doorways, or placed in other traffic areas				
D. Stairways, Ramps, Corridors, Storage Areas				
1. Adequate lighting in place (including emergency lighting)				
2. Ramps have non-slip surface				
3. Stair treads in good condition				
4. Stairways clear - not used for storage				
5. Handrails installed - in good condition				
6. Guardrails installed (where needed)				
7. Corridors kept clear of equipment and supplies				
8. No storage within 18 inches of sprinkler heads (24 inches of ceiling where no sprinkler system exists)				
9. Ladders provided for high storage areas				

Key to Office and Classroom Safety Checklist

Electrical Hazards (continued)

3. Limiting the length of extension cords helps prevent improper use, such as routing cords under rugs or through doorways.
4. Extension cords may only be used in continuous lengths, without splices.
5. Equipment power cords should be replaced if damaged in any way.
6. 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.
7. Wall outlet covers should be in place to prevent accidental exposure to electrical wiring.
8. 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.
9. Multiple outlet strips should be equipped with overload protection (such as a circuit breaker or fuse) to reduce the possibility of a fire.
10. Wires or extension cords under rugs or through doorways may become damaged, creating a potential fire hazard.

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.
3. Self-explanatory. Notify Estate Management of any problems.
4. Storage in stairways is prohibited.
5. Self-explanatory. Notify Estate Management of any problems.
6. Self-explanatory. Notify Estate Management of any problems.
7. Storage in hallways and corridors is prohibited.
8. Self-explanatory.
9. Ladders should be in good condition. The top “step” of a step ladder should not be used.

	Y	N	NA	COMMENTS
E. Office Equipment				
1. Chairs in good condition and adjustable (when appropriate)				
2. Paper cutter equipped with guard - blade spring functioning				
3. Step stools available for use, where needed (consult with EHS for proper design)				
F. Fire Prevention, Emergency Exits, Housekeeping				
1. Fire extinguishers have current inspection tags				
2. Fire doors not blocked open				
3. Exits not obstructed and kept unlocked during normal business hours or special events				
4. Exits properly marked, exit signs illuminated				
5. Good housekeeping practiced - excess paper, computer cartons, and trash removed				
6. Office has current emergency action plan - occupants trained upon initial hire and as necessary thereafter				
7. Electric space heaters only as approved by Facilities Engineering				
G. Classrooms, Places of Assembly				
1. Desks are in good condition				
2. Chairs are in good condition				
3. Occupancy limits are posted				

Key to Office and Classroom Safety Checklist

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. See Section A4, *Computer Workstation Program*, of the Princeton University Health and Safety Guide for more information about chair position.
2. Self-explanatory.
3. Self-explanatory. Individuals should not stand on chairs, tables, boxes or other equipment. Appropriate step-stools should be used. Contact EHS to determine what type of step stool would be appropriate.

F. Fire Prevention, Emergency Exits, Housekeeping

1. Fire extinguishers should be inspected monthly by Building Services personnel. Contact Building Services if a fire extinguisher inspection is out of date.
2. Fire doors must be kept unlocked and closed at all times, unless held open with a device approved per the New Jersey Uniform Fire Code. Wooden wedges must never be used to block fire doors open.

3. Self-explanatory, per New Jersey Uniform Fire Code.
4. Self-explanatory.
5. Self-explanatory.
6. A model Emergency Action Plan is available through EHS.
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 EHS for assistance.