

ACME COMPANY

OFFICE SAFETY INSPECTION CHECKLIST



Millstone Avenue - Rutherford | Millstone Avenue,

WEDNESDAY 26TH MARCH 2025

SUMMARY

Overall a well-maintained environment, with a few improvements in signage and electrical safety required. Issues to be monitored at the next inspection.

Housekeeping

Q#	QUESTION	RESPONSE
1.	Are floors and aisles free of litter and spilled liquids (water, pens, paper, etc.)?	NO



26 Mar 25 08:09 AM

Observed litter and spilled liquids in the aisles, posing a potential safety hazard.

2.	Are aisles free of cords, boxes, chairs, and other tripping hazards?	YES
3.	Are desks or file drawers closed when not in use, and only one drawer is used at a time?	YES

Ergonomics

Q#	QUESTION	RESPONSE
4.	Is all office equipment being used correctly?	YES
5.	Are employees properly positioned at their desks and maintaining good neutral posture?	YES
6.	Are employees using their workstations efficiently and avoiding stretching or reaching for objects placed far away?	YES

Electrical

Q#	QUESTION	RESPONSE
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- 7. Do electrical devices have manager approval? N/A
- 8. Are all extension cords in good condition and not frayed? NO



26 Mar 25 12:25 PM

[Found 2 examples of frayed extension cords](#)

- 9. Are extension cords not being used as permanent wiring? YES

Evacuation/Fire

Q#	QUESTION	RESPONSE
10.	Are all aisles at least 36 inches wide?	YES
11.	Are doors labeled as exits?	YES
12.	Are exit signs installed and lit from an internal or external source?	YES
13.	Are doors not locked to prevent exit from the building?	YES
14.	Are fire doors not propped open?	YES
15.	Is an evacuation plan posted?	YES
16.	Are fire extinguishers and pull stations in the locations noted on the evacuation plan?	YES
17.	Are fire extinguishers identified with signs and not blocked?	YES
18.	Do fire extinguishers appear to be in good condition and have they been inspected? Fire extinguisher inspections due and already scheduled for next month	YES

Other Inspection Items

Q#	QUESTION	RESPONSE
19.	Are all areas well-lit, and are lights functioning properly? Could consider improvements to the lighting levels in the corridor areas	YES
20.	Is office equipment kept at least 18 inches from electrical cabinets?	YES
21.	Are there no observable drips or water damage?	YES
22.	Is the flooring in good condition, and are the carpets not ripped, and the tiles not broken or uneven?	YES
23.	Are employees refraining from unsafe behaviors (standing on chairs, etc.)?	YES
24.	Are warning signs posted near hazards (wet floors, repair work, etc.)?	YES

COMMENTS & ACTION PLAN

Housekeeping >> Housekeeping	PRIORITY	High
(AC10022) Are floors and aisles free of litter and spilled liquids (water, pens, paper, etc.)?	DUE DATE	02 Apr 25
FINDINGS	ASSIGNEE	Jennifer Hunt
'No' - Observed litter and spilled liquids in the aisles, posing a potential safety hazard.		
ACTION REQUIRED		
Clean up the litter and spilled liquids in the aisles to ensure safety.		

Electrical >> Electrical	PRIORITY	High
(AC10023) Are all extension cords in good condition and not frayed?	DUE DATE	31 Mar 25
FINDINGS	ASSIGNEE	Jennifer Hunt
'No' - Found 2 examples of frayed extension cords		
ACTION REQUIRED		
please review extension cords and order new ones where needed		

DECLARATION



Auditor
(Jennifer Hunt)

AUDITOR'S LOCATION