

Safety Inspection Checklist – Administration

Items/Areas in Need of Inspection	Yes	No	N/A
Floors are maintained free from spills and debris			
Desk drawers and file cabinets closed when not in use			
Cords to computers and electronic equipment are secured and out of the way of traffic to prevent trip/fall exposure			
Wall hangings safely mounted			
Exit signs are properly illuminated			
Curtains have been treated with fire retardant material			
Non-slip floor mats in place			
Emergency evacuation manuals readily available			
Furniture and fixtures in good repair			
Ergonomic keyboards and wrist rests provided			
Ergonomic stretching encouraged and practiced			
Employees trained in proper posture and correct ergonomic set up of work stations			
Adjustable chairs with lumbar support available for use			
Items such as binders or medical records stored to prevent overhead reaching			
Headsets provided to prevent “cradling” the phone			
Adequate lighting provided			
Sharp items such as scissors or letter openers are stored properly			
Waste baskets disposed of regularly and stored out of the way of employee traffic			
Bookcases, desks and tables free from clutter and in good repair			
Fire drills and emergency evacuation procedures are regularly conducted			
Plants are properly hung or safely placed			

A method for reporting unsafe conditions is established and practiced			
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Comments:

Completed by: _____

Date: _____

Administrator Signature: _____