## ESCO Group Office Inspection Checklist

Inspection performed by: Date:	
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	safe	unsafe	Comments
Desk and file drawers are closed			
immediately after use			
Are there any sharp edges or splinters on			
office furniture			
File cabinets, book shelves, storage			
cabinets and other items over 5' high are			
securely anchored			
Do chairs have any missing or damaged			
rollers			
Are all work stations ergonomically correct			
Extension cords, phone cords and			
computer cords are routed properly			
All floors surfaces clean and dry			
Aisle ways, walkways and stairways are			
free of trip hazards (torn carpet bad tiles,			
material storage)			
Work areas are free of trip hazards			
All work areas are properly illuminated			
All exits are free of obstructions and not			
blocked			
Storage and equipment rooms are neat			
and orderly			
Proper clearance is maintained in front of			
all electrical cabinets (42")			
Step stools and ladders are readily			
available for reaching high places			
Employees who are responsible for			
performing first aid/cpr duties have been			
properly trained			
Employees performing first aid/cpr duties			
have been trained in Bloodborne			
Pathogens			
First aid kits are stocked and have been			
inspected			
Automatic Defibrillator is functional			
The alarm system is operable			

Fire extinguishers are adequate, charged,		
pins secure, and tags are current		
Medical Facility poster visible		
Electrical cords and plugs are in good		
condition(not frayed, taped, spliced, or		
ground prong missing)		
Electrical receptacles are in working		
condition		
Maximum of one power strip per outlet		
receptacle is used		
Are all appliances compliant with the		
buildings electrical standards		
All tools in their proper places		
Are all fans properly guarded		
All sharp tools such as scissors and razor		
blades stored point/blade down		
The blade on paper cutter is adjusted to		
prevent the blade from free fall		
Labor Law posters posted and current		
OSHA required postings are posted.		
ESCO Group Safety Manual is available for		
viewing		
Material Safety Data Sheets are readily		
available for all employees		