



OFFICE (General Work Areas)

| Hazard | | Satisfactory | Needs Attention | Not Applicable | Target Date for Completion | Date Completed |
|--------|--|-----------------------|-----------------------|-----------------------|----------------------------|----------------|
| | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 1 | Fire extinguishers areas are kept clear at all times. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 2 | Means of egress are kept unblocked, well lighted and unlocked during work hours. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 3 | Excessive combustibles (paper) are not stored in work areas. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 4 | Electrical machinery in good condition and properly grounded. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 5 | Electric cords and phone cables secured to prevent tripping hazards. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 6 | Aisles and hallways are kept clear at all times. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 7 | Stairways equipped with non-slip tread and handrails. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 8 | Safety threads provided on all step stools and stepladders. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 9 | Designated employees are trained to respond to a fire or other emergency. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 10 | Hot plates, coffee makers, portable heaters, etc. are properly wired and turned off when not in use. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 11 | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 12 | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 13 | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 14 | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 15 | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |

Name

Date

Actions Taken to Correct Items Checked as "Needs Attention"

| | |
|----------|--|
| Hazard # | |
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