



Environmental Health and Safety

CHECKLIST:OFFICES When it comes to safety and health inspections, the office area is often overlooked. While the hazards may not be as obvious as in a research lab or warehouse, there are dangers in offices that may cause injury.

For other questions on office safety you can call NMSU EH&S 646-3327.

Life Safety/Fire Protection

- Emergency Action Plan (annual update & posted, provision for ADA employees, two coordinators)
- Good housekeeping (trash/loose papers minimized, clear pathways)
- Books, papers, and printouts (properly stored)
- Exit lights are visible and operational
- Emergency lights are visible, operational, properly positioned and tested periodically
- Emergency exits (adequate in number, identified, and unobstructed)
- Evacuation route (maps posted, doors that are not exits or blocked marked with signs)
- Fire extinguishers (designated location, annual insp. tag within year, sealed/pressured, and properly trained personnel)
- Ceiling sprinkler heads unblocked (18" clearance)

Electrical hazards

- Electrical equipment (UL approved, properly connected, no defects in cords or wiring, circuits not overloaded)
- All electrical equipment properly guarded
- Outlets adequate (no extension cords in use)
- Surge protectors used properly (light loads only, no heater/coffee pots, no daisy chains, all plugged to wall/floor outlet)
- Power cords, plugs, and appliances in good repair (not damaged, no bare wiring, cords out of aisle, no taut cords)
- Ground fault circuit protection near sinks & water
- Control switches/circuits (if any) labeled to identify controlled appliance
- Circuit panel unblocked and accessible

Trip, slip, and fall hazards

- Floors kept clean and dry
- Uneven walking surfaces clearly indicated
- Carpeting or floor covering (not loose, torn or curled)
- Floor tiles (not missing, broken, or loose; use slip panels resistant wax)
- Stairways (clean, handrails, anti-slip treads)

- Outlets (appropriately placed, protected, and used as intended)
- Power cords (no tripping hazard, covered & protected when crossing walking areas)
- Ladders or stands available for high files
- Desk and file cabinet drawers kept closed

Equipment

- Properly guarded (belts, gears, pulleys)
- Cabinet shelving (secured and properly loaded)
- Furniture (in solid condition and used appropriately)
- Office layout (arrangement, clear walkways/exits)
- Protruding objects eliminated or guarded
- High cabinets & lockers fastened to wall to prevent tipping on individual
- High storage (minimized, no glassware, bottle or heavy objects/boxes above shoulder height)

Industrial hygiene

- Sanitation (clean work environment, no mold or damp areas on carpet, walls or ceiling panels)
- Noise (sound enclosures for noisy equipment)
- Illumination (adequate lighting)
- Ventilation (adequate ventilation for copiers, printers & electric equipment)
- Video display terminals (properly illumination, free from glare, appropriate furniture)
- Fire systems (detection or alarm)
- Flammable/combustible liquids (approved/labeled cans, properly stored, minimum quantities)
- Chemicals/solvents (MSDS, updated inventory, labels, proper storage, PPE if needed)
- Floor and sink water traps (add water monthly to minimize entry of sewer vapors)

Miscellaneous items

- First aid services provided or arranged (off campus locations)
- Solid swinging doors provided with clear glass observations
- Loads placed on elevated platforms do not exceed their rated capacity