# Supervisor Safety Inspection Checklist Administrative Work Areas

##### Administrative Area Inspected \_\_\_\_ Bldg # Page 1 of 2

Check (√)

##### A. Sign Posting/Labeling N/A Yes No

1. Is a written EMERGENCY / EVACUATION PLAN posted and up-to-date? **⬜** **⬜ ⬜**

2. Are BOMB THREAT procedures posted near doors and phones? **⬜** **⬜ ⬜**

3. Are Industrial Hygiene Surveys available and up-to-date? **⬜** **⬜ ⬜**

4. Is the Commanders Safety Policy posted and up-to-date? **⬜** **⬜ ⬜**

5. Are applicable SOH and Fire Deficiency Notices posted and   
up-to-date? **⬜** **⬜ ⬜**

6. Are routine (monthly / quarterly) Supervisor Workplace Safety

Inspection conducted and recorded? **⬜** **⬜ ⬜**

7. Are Unsafe/Unhealthful report forms readily available to employees?

8. Is the DOD Safety & Occupational Health Protection Program poster

(DD2272) posted on the official bulletin board?

9. When required, are floor loading signs posted? (i.e. mezzanine areas)

##### B. Housekeeping

1. Are aisle ways and exits clear and unobstructed? **⬜ ⬜** **⬜**

2. Are offices and storage areas clean, orderly, and free   
of debris and slipping/tripping hazards? **⬜ ⬜ ⬜**

3. Are cabinet tops clean and not used as storage? **⬜ ⬜** **⬜**

4. Are mops and brooms stored in a well-ventilated area with   
heads up off the floor? **⬜ ⬜** **⬜**

5. Are janitors’ closets clean and not used for storage? **⬜** **⬜ ⬜**

6. Are food appliances and eating areas kept clean? **⬜ ⬜** **⬜**

7. Are floors adequately swept, mopped, vacuumed and free of

slipping/tripping/fall hazards? **⬜ ⬜** **⬜**

8. Are fluorescent light tubes properly disposed of? **⬜ ⬜** **⬜**

9. Are filing cabinet drawers evenly loaded to prevent   
tipping over? **⬜** **⬜ ⬜**

##### C. Electrical

1. Is the use of extension cords eliminated wherever possible?  
(Allowed for temporary use only) **⬜ ⬜** **⬜**

2. Are only UL-approved extension cords and/or power strips used? **⬜ ⬜ ⬜**

3. Are electric cords in good repair (not spliced or taped,   
ground prong intact, plug secure on cord)? **⬜ ⬜** **⬜**

4. Are electric cords arranged so they do not present tripping   
or other hazard? **⬜ ⬜ ⬜**

5. Are electric cords kept out of doorways and aisles? **⬜ ⬜** **⬜**

6. Are breaker boxes and junction boxes securely covered? **⬜ ⬜** **⬜**

7. Are heat-producing appliances plugged directly into hard-wired  
outlets, not extension cords? **⬜ ⬜** **⬜**

8. Do portable heat-producing appliances have tip over safety feature? **⬜ ⬜** **⬜**

9. Are electrical outlets not overloaded? **⬜ ⬜** **⬜**

10. Is emergency lighting operational? **⬜ ⬜** **⬜**

11. Do electrical panel boxes lock and close properly? **⬜ ⬜** **⬜**

# Supervisor Safety Inspection Checklist Administrative Work Areas (Cont)

##### Administrative Area Inspected \_\_\_\_\_ Bldg # Page 2 of 2

Check (√)

##### N/A Yes No

##### D. Miscellaneous

1. Are office furnishings and chairs in good repair? **⬜ ⬜** **⬜**

2. Do rolling chairs have 5 casters? **⬜ ⬜** **⬜**

3. Are step stools and ladders sturdy and fitted with rubber   
caps to control movement while in use? **⬜** **⬜ ⬜**

4. Are paper cutters equipped with safety latches, finger guards,  
and stored with the blade locked? **⬜ ⬜ ⬜**

5. Are fans equipped with adequate blade guards? **⬜ ⬜ ⬜**

6. Are all employees briefed on the office emergency evacuation  
plan and re-assembly point? **⬜ ⬜ ⬜**

7. Are ergonomic hazard mitigations being used? **⬜ ⬜ ⬜**

8. Are Area JHAs for the area up to date, and are they available  
for worker review? **⬜ ⬜ ⬜**

##### E. Fire Protection

1. Are emergency egress lanes clear and unobstructed? **⬜ ⬜ ⬜**

2. Are personnel EXIT signs posted and clearly visible? **⬜ ⬜ ⬜**

3. Are fire exits kept free of obstructions? **⬜ ⬜ ⬜**

4 Are the directions to exits, when not immediately apparent,  
marked clearly with visible signs? **⬜ ⬜ ⬜**

5. Are egress EXIT signs illuminated and in working order? **⬜ ⬜ ⬜**

6. Are fire suppression sprinkler heads kept clean? **⬜ ⬜ ⬜**

7. Are sprinkler heads protected by metal guards when exposed  
to physical damage? **⬜ ⬜ ⬜**

8. Is proper clearance maintained below sprinkler heads (18 inches)? **⬜ ⬜ ⬜**

9. Are appropriate fire extinguishers mounted, located, and  
identified so they are readily accessible to employees? **⬜ ⬜ ⬜**

10. Are all fire extinguishers inspected monthly and recharged   
regularly and noted on the inspection tag? **⬜ ⬜ ⬜**

**F. Hazardous Material**

1. If secondary containers are used, are they properly labeled? **⬜ ⬜** **⬜**

2. Are MSDS logs current and readily available? **⬜ ⬜** **⬜**

**G. Training**

1. Are all personnel assigned appropriate (Core) duty/task?

2. Are all personnel assigned correct job specific duty/task(s)

that correctly identifies their training requirements?

3. Are all personnel current with required training and Medical

Surveillance?

NOTES to Safety Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Performed By(**Printed Name**): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone**