

OFFICE & ADMINISTRATION SAFETY INSPECTION CHECKLIST*Use in accordance with AR Regulation 385-10; proponent office is USAG BAVARIA SAFETY*

Directorate:		Section:	
Building:	Supervisor:	Room #:	Phone:
Inspection Date:	Inspector:		

HOUSEKEEPING

- Does the work center have a JHA, is it reviewed and updated as necessary annually by the supervisor?
- Are floors, aisles and stairs cleared of obstructions, is the work area clean and have good housekeeping?
- Are walking surfaces free from tripping hazards?
- Are carpets or flooring material loose or damaged?
- Are drawers and file cabinets closed when not in use?
- Are computer, telephone or other electrical equipment cords positioned to prevent tripping hazards?
- Are transformers in good repair?

ELECTRICAL

- Are breaker boxes and panel boards accessible and labeled?
- Are electrical cords positioned so they are not placed under file cabinets, through walls, through doorways etc., to create an electrical hazard?
- Are extension cords not used as a permanent power source?
- Are high wattage items, coffee pots, refrigerators, microwaves, plugged directly into outlets (not surge protectors)?

ERGONOMICS

- Is lighting adequate for performing work?
- Are office chairs and mats adequate and free of damage or excessive wear?
- Are work stations set up to accommodate the operator to prevent glare, stress and discomfort?
- Are work stations set up to prevent excessive bending, leaning, twisting and over reaching by the worker?
- Are step stools available for reaching materials overhead?

EMERGENCY AND FIRE EVACUATION

- Are fire evacuation plans posted and fire marshal identified?
- Are employees familiar with fire evacuation plans and have they been practiced in the work area?
- Is there a plan to evacuate persons with disabilities?
- Are fire extinguishers mounted, extinguisher signs posted, inspected and unobstructed?
- Are emergency exits marked and unobstructed?
- Are Job Hazard Analysis (JHA) available in the work areas?

Forward completed checklist to: usarmy.bavaria.imcom-europe.list.safety@mail.mil

NLT 10 working days after the inspection