



**Office Hazard Assessment Form**

Date:	Location:
Job Title (person doing evaluation):	Department:
Completed by (print name):	Completed by (signature):

Note: It is recommended that the person doing this evaluation take pictures of any deficient conditions found. Once completed please send a copy to [uwehs@uwyo.edu](mailto:uwehs@uwyo.edu)

Check if yes	Office Related Safety and Health Considerations	Comments/Corrective Action
	Is there an active safety and health program in operation?	
	Has the office staff taken Hazard Communication?	
	Has the office staff taken the online courses in Office Safety and Ergonomics?	
	Is one person clearly responsible for the overall activities of office safety in the department? Who is this person?	
	Is there a procedure to handle complaints regarding safety and health?	
	Does everyone know how to locate the nearest doctor or hospital?	
	Are emergency numbers and procedures posted?	
	Are first aid kits easily accessible to each work area?	
	Are people familiar with basic first aid procedures in case of an emergency?	
	Are all work areas clean and orderly?	
	Are floor surfaces: clean, dry, level, and in good conditions? (including stairs, ramps, and carpeted areas)	
	Are carpets: well secured to the floor and free of worn or frayed seam?	
	Are aisles and doorways free from obstructions to permit visibility and movement?	
	Are there sufficient exits to permit prompt escape in case of an emergency?	
	Are all exits clearly marked and visible?	
	Are emergency exits adequately lighted and free of debris?	
	Does everyone know where emergency exits are and how to reach them? Do they know where to meet (muster point) in case alarms go off?	
	Are stairways in good condition and covered with skid resistant material?	
	Is there a designated "Area of Refuge" where disabled people could congregate to be rescued in the case of an emergency?	

	Does everyone know where the fire extinguishers are and how to use them?	
	Does everyone know where the fire alarms are?	
	Is everyone familiar with fire evacuation procedures for the building and what to do in case of a fire in your area?	
	Are electrical appliances and equipment in good condition and properly grounded?	
	Are a sufficient number of outlets available to eliminate overloading of circuits?	
	Are extension cords being used? Are power strips being used?	
	Are file cabinets arranged so that drawers do not open into aisles? Can only one drawer be opened at a time?	
	Are chairs in good condition with no loose casters?	
	Are desks free from cluttered books or materials?	
	Is furniture free from sharp edges, points, and splinters?	
	Are all belts, wheels, fans, and other dangerous moving parts of machinery adequately guarded?	
	Is the office equipped with a step stool or ladder so that people can safely reach overhead objects?	
	Is everyone familiar with the correct way to use a ladder?	
	Are all office tools (pens, scissors, staplers, etc.) kept in their proper places?	
	Are photocopying machines placed in well-ventilated rooms away from workers' desks? Are machines serviced routinely?	
	Is everyone properly trained in the safe use of photocopying machines?	
	Does anyone work with hazardous substances such as cleaning fluids? Are they aware of the related hazards?	
	Are hazardous substances properly stored?	
	Are Material Safety Data Sheets available?	
	Does everyone know where the designated areas for smoking are? (i.e., outside away from building doors, windows, and ventilation intakes)	
	Are all work areas properly illuminated?	
	Does the ventilation system deliver quality indoor air?	
	Are noise levels within acceptable levels?	
	If people use video display terminals (VDTs), is the keyboard, table, screen, and chair adjustable?	
	For VDT users, are work breaks and variation of tasks incorporated into work schedules?	
	Is everyone trained in proper lifting techniques?	