

ETA Office Area Safety Checklist

Office Area:

Completed By:

Date:

Safety Item	Yes	No	Corrective Actions
1. Is your workstation configured to prevent common ergonomic problems? (laptop use, chair issues, monitor screen position, etc.)			
2. Are electrical cords and plugs in good condition? Outlets are not overloaded and power strips are not "daisy chained"?			
3. Is all electrical equipment in good condition, grounded, and NRTL ("UL") listed?			
4. Are bookcases and file cabinets adequately secured to prevent tipping in the event of an earthquake? Items on shelves are secured?			
5. Are all floor surfaces free of trip slip and fall hazards such as loose cords and damaged carpet/floor tiles?			
6. Is your work area free of stored material that may present fire, egress or trip hazards?			
7. Is your work area adequately illuminated? Is the temperature comfortable?			
8. Do you know where the nearest fire extinguisher and fire alarm pull station are located? Are they easily accessible?			
9. Are the nearby building emergency exits clearly identified and unobstructed?			
10. Are you aware of where to go in the event of a building evacuation? In the event of an emergency call 911.			

Comments/Areas for Improvement