

Regularly inspect your work sites for potential hazards using this safety checklist. Taking proactive safety steps can contribute to a safer work environment and may help lower workers' compensation expenses.

| General Office Safety | Yes | No |
|------------------------------------------------------------------------------------------|-----|----|
| Are aisles, doorways and corners free of obstructions to permit visibility and movement? | | |
| Is the lighting in work areas and walkways adequate? | | |
| Are chairs in safe condition and are caster, rungs and legs sturdy? | | |

| Electrical Safety | Yes | No |
|-------------------------------------------------------------------------------------------------|-----|----|
| Are electrical outlets not overloaded? | | |
| Are extension cords only used temporarily and not as a substitute for fixed wiring? | | |
| Are power strips used only for light electrical loads (such as computers, lamps, clocks, etc.)? | | |
| Is there only one power strip or extension cord plugged into each outlet? | | |
| Do space heaters have an overheat sensor and a multi-directional tip-over switch? | | |
| Are electrical cords, wiring, plugs, and receptacles in good condition without damage? | | |

| Ergonomics | Yes | No |
|-----------------------------------------------------------------------------------------------|-----|----|
| Are chairs and desks are in safe condition and properly adjusted to the person? | | |
| Are the keyboard and mouse close enough to prevent excessive reaching? | | |
| Is the computer monitor properly positioned to avoid glare and eye strain? | | |
| Are footrests used to prevent feet from dangling or pressure on the back of legs when seated? | | |
| Are carts, hand trucks, & dollies available for transporting heavy objects and boxes? | | |

| Life Safety | Yes | No |
|-----------------------------------------------------------------------------|-----|----|
| Are exit lights and exit signs working properly and tested regularly? | | |
| Are exit pathways clear, unobstructed and leading to a safe area? | | |
| Are fire extinguishers easily accessible, checked monthly, and operational? | | |
| Are exit doors not propped open or locked? | | |
| Are smoke and carbon monoxide detectors checked monthly and operational? | | |

| Slip, Trip, and Fall Hazards | Yes | No |
|--------------------------------------------------------------------|-----|----|
| Are floor surfaces, rugs and mats level and undamaged? | | |
| Are wet floor signs available and always used? | | |
| Are cords or cables secured to prevent trips? | | |
| Are runners used to cover permanent cords and cables? | | |
| Is a step stool with handrail available for reaching high objects? | | |

| Housekeeping and Maintenance | Yes | No |
|----------------------------------------------------------------------------------------------------------------|-----|----|
| Are floors, walls, and ceiling tiles free of water damage or signs of mold? | | |
| Are heating and AC vents working properly and visually clean? | | |
| Are outside lights in good working order? | | |
| Is the parking area free of safety hazards (such as overgrown landscaping, uneven pavement, or traffic risks)? | | |
| Are Safety Data Sheets available for all chemical products? | | |

A comprehensive health and safety program can make a big difference for small businesses.

- **You'll want to include 7 core elements:** management leadership, worker participation, hazard identification, hazard controls, training, program evaluation and improvement, and multi-employer communication.
- **Beacon Mutual will help you meet your health and safety goals** by providing guidance, resources, and services aligned with your policy, such as safety consultations, ergonomic assessments, training tools, and data insights.

Contact Beacon Mutual's Loss Prevention Department
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