

Physics Division Walk-Around Checklist: Offices

List of offices for which this checklist was used: _____

Name of the person filling out the checklist: _____ Date: _____

*** Put checks in the appropriate boxes below to answer the questions.**

*** Record hazard violations ("Unsat") on the Hazard Violation Summary sheets.**

Sat Unsat N/A

Emergency Preparedness

- Has up-to-date emergency information been posted (nearby Emergency Response Guide, contact people & phone numbers by door)? Do employees know to call x7911 in emergencies?
- Are aisles, passageways, & exit doors unobstructed for > 28"? Is area free of tripping hazards?
- Are bookcases (>3' high), filing cabinets (>3' high), and storage cabinets seismically braced? Are restraints used to keep items on shelves? Can anything fall & cause injury/impede egress?

Electrical Safety

- Are electrical panels clear with a 30" width and a 36" depth, and a free access path (28" width)?
- Do space heaters have a tip-over switch? Do space heaters, coffee pots, fans, etc have a 3-wire cord and plug, or are labeled double-insulated?
- Are all receptacles and outlets in good condition?
- Are Ground Fault Circuit Interrupters (GFCIs) located on electrical outlets within 6' of water?
- Are power and extension cords in good condition (ground prong, jackets in good condition, no frayed insulation or exposed wiring, no evidence of modification)?
- Are extension cords used properly (not draped over furniture or fire sprinkler lines; appropriate for the load; taped down or covered with a bridge in walkways; not run through walls, ceilings, windows, floors, under mats, or across doorways; not attached to additional extension cords)?
- Are power strips in good condition? Are power strips being used properly (not daisy chained; no connected equipment over 600 Watts/5 amps, like heaters or cooking appliances)?

Ergonomics

- Does each chair or stool with wheels have a 5-legged base?
- Are computer workstations ergonomically configured to prevent repetitive stress injuries? See the picture on the right for an ergonomically correct computer setup.
- Ask if the employee has any discomfort/pain at all using their setup. If so, request an ergonomic evaluation for them and tell them to see Health Services.

For more ergo info see <http://www.lbl.gov/ehs/pub3000/CH17.html>

