



CUBICLE/OFFICE SAFETY SELF-ASSESSMENT CHECKLIST

Location: _____ Inspected By: _____ Date: _____
 (Bldg/Office/Cubicle) (Last, First) mm/dd/yyyy

ASSESSMENT AREA DESCRIPTION	YES	NO	N/A	COMMENT/CORRECTIVE ACTION
Storage				
File cabinets, book cases, and shelves secured from tipping over?				
Are any items stored on top of shelves?				
Are shelves overloaded?				
Electrical				
Any unauthorized electrically powered personal items present in cubicle (such as TV's, fans, coffee makers, hot plates, cup warmers, water coolers, popcorn makers, toasters, microwaves, refrigerators, etc.)?				
<ul style="list-style-type: none"> If a heater is present, is it equipped with an automatic shutoff when tipped? 				
Electrical cords and plugs in good condition (not patched, spliced or taped)?				
Outlets and power strips used properly (not overloaded or daisy chained)?				
Electrical cords neatly wrapped and not creating a trip hazard?				
Are all overhead light fixture covers secured?				
Electrical any exposed wires present?				
Office Equipment				
Knives and scissors are stored properly when not in use?				
Chair casters are in good condition and roll properly?				
Illumination adequate for work area?				
File drawers closed when not in use?				
Housekeeping				
Area underneath work surface clear/unobstructed in the event of earthquake (enough space to drop & cover)?				
Cubicle is organized and free of excess clutter (books, folders, papers, or other items)?				
Any fall hazards or unstable items present?				
Any slip and trip hazards present?				
Fire Prevention				
Any unauthorized materials stored inside cubicle (flammables, chemicals, etc.)?				
Cubicle pathway clear and unobstructed (minimum 3 feet clearance)?				
Fire Extinguisher locations known & clearly identified?				
Ergonomics				
Approved ergonomic equipment in good condition (chair, keyboard, adjustable keyboard tray, mouse/mouse pad, monitor arm, etc.)?				
Frequently used items easily accessible and within arm reach (binders, files, phone, stapler, etc.)?				