

**SAFETY AUDIT GUIDELINES FOR OFFICES,
 CONFERENCE ROOMS AND SIMILAR LOCATIONS**

Safety audits represent one of the most important elements in the implementation of an effective occupational health and safety program. The importance of auditing is underscored in UNL's Injury and Illness Prevention Plan, which requires supervisors to conduct regular work area safety inspections. The benefits and purposes of conducting work area surveys are listed below:

- Identify uncontrolled hazardous conditions, processes, and work practices that may lead to injury, illness, or prohibited releases to the environment.
- Serve as a communication tool by which responsible individuals are made aware of the potentially hazardous processes, conditions, or work practices and appropriate control measures.
- Identify regulatory risk by assessing compliance with various regulatory standards.

The checklist and information provided below is not meant to cover every possible hazard that may exist in, but rather as abridged guidelines to assess hazardous conditions and operations common to these types of spaces. Add additional inspection items as appropriate, based on past inspections, accident or near miss analysis, unique facility/equipment attributes, etc.

Problems? (Yes/No)	Inspection Item
General Electrical Safety	
	Power strips, extension cords, or multi-plug adapters are plugged directly into a permanently installed electrical outlet (not each other).
	Extension cords are used only for temporary applications.
	Electrical cords are protected from damage and are in good repair (no loose plugs, broken insulation, etc.).
	Unused openings in electrical cabinets, boxes, and fittings are closed with appropriate covers, plugs, or plates and outlet face plates are present and in good condition.
	Equipment and/or outlets are enclosed to protect against shock or electrocution.
	Ground Fault Circuit Interrupters (GFCI) are installed on outlets/circuits in damp/wet locations (e.g., near sinks and in "wash down" locations).
	Electrical appliances are UL or FM approved and have not been altered in a manner that compromises the UL or FM approval.
	Three feet of clearance is maintained in front of electrical panels and breaker boxes; emergency shut-off controls to equipment are accessible.
Fire and Life Safety	
	Items are not placed/stored within 18" of a sprinkler head. In areas without automatic fire suppression sprinkler heads, items are not stored within 24" of the ceiling.
	Fire extinguishers are present, fully charged, mounted in their intended cabinet or bracket, and have been inspected within the last year (as evidenced by the inspection tag).

	General housekeeping is observed, and there is not an excessive accumulation of paper, cardboard, and/or other ordinary combustibles.
	Combustible materials (such as furnishings, paper, cardboard, decorative finishes, etc.) are protected from heat or flame sources.
	Means of egress (e.g., stairwells, exit doors, and common paths leading thereto) are free of obstructions or impediments to full instant use in case of fire or other emergency and are not used for storage.
	Fire doors are not propped open.
	Fire alarm pull stations and strobes are readily visible (not obstructed from view).
	Emergency exit signs are fully functional and visible.
Waste Management	
	Spent fluorescent lamps are contained in a sealed box, labeled as "Universal Waste Lamps," and dated with a date less than 6 months old.
	Spent/unwanted non-alkaline batteries are tagged for collection by EHS and placed in an outer container if leaking.
	Aerosol cans are not discarded. They are placed in the designated drum or container for collection/disposal by EHS.
	Other chemical wastes are labeled with the chemical name; collection containers are in good condition and compatible with the contents; containers are closed and tagged promptly for collection by EHS.
	Unused chemicals that are no longer needed are not present (e.g., unlabeled/unknown/unwanted, etc.).
	If soldering is conducted, an EHS-supplied and labeled waste container is present and all soldering waste is collected for management through EHS.
Administrative and Other Safety Concerns	
	Furnishings and/or equipment is stable, designed for the load, and used/secured in a manner to prevent injury.
	There are no structural or building material defects that could result in injury.
	Employees have completed relevant training, including but not limited to Injury and Illness Prevention and Emergency Preparedness.
	Safety and/or emergency plans are in place, as appropriate.
	Ladders and step stools are structurally sound, in good condition, and appropriate for the intended use.
Additional Items	