

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

(For assistance, please contact EHS at (402) 472-4925, or visit our web site at <http://ehs.unl.edu/>)

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.
Miscellaneous	
	Items are not placed/stored within 18” of a sprinkler head.
	Aisles, exits, and/or stairwells are maintained free of obstructions or tripping hazards.
	Furnishings are stable, designed for the intended load, or used/secured in a manner to prevent injury.
Waste Management	
	Spent fluorescent lamps are contained in a sealed box, labeled as “Universal Waste

