

# OFFICE SELF-AUDIT CHECKLIST

BIOMED Local Joint Health and Safety Committee

Date: \_\_\_\_\_

Building: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Room(s): \_\_\_\_\_

- Are the floors clear of litter, spills, paper clips, pencils, etc?
- Do floor surfaces have smooth transitions?
- Are aisles and walkways free of boxes, wastebaskets, chairs to allow clear and open paths to the exit?
- Are shelves, bookcases, etc., sufficient for the intended load and well secured?
- Are files, lockers and cabinets secured against tipping?
- Are cords (phone, electrical, computer) stored out of the flow of traffic and to avoid entanglement?
- Are electrical cords in good condition; not frayed, twisted, left out and stepped on, etc.?
- Does all electrical equipment have CSA approval stickers/plates?
- Is all electrical equipment connected directly to the supply without the use of extension cords?
- Is all equipment connected with three prong plugs?
- Are combustibles stored safely away from heat vents and radiators?
- Is a portable heater used, and if so, safely positioned away from combustibles and plastics?
- Does the heater have an overheating safety feature, and an automatic shut off in case it tips over?
- Is it shut off out of hours?
- Is office equipment turned off when not in use?
- Is there a working-alone or reporting in procedure for employees who come in out of hours or on weekends?
- Is the office free of all evidence of food consumption to prevent rodents?
- Are chemicals stored in appropriate places and not in the office?
- Is waste segregated/streamed/stored/labeled properly?
- Is proper personal protective equipment available to be worn when entering the labs or other hazardous spaces?

## Emergency Equipment and Procedures

- Are emergency numbers posted on the phone?
- Do you know the location of the closest First Aid Kit and Spill Kit?
- Do you know who trained first aiders are?
- Are you aware of the location of the nearest Fire Extinguisher?
- Have fire alarms been tested and evacuation practiced in the past year?
- Do you know the Emergency Evacuation Plan and route of exit from the workplace?
- Is an emergency contact sign posted with names and numbers of key personnel, if appropriate?
- Are incident forms available to you and the incident reporting flow chart posted?
- Do you know who the members of the Joint Health and Safety Committee are?

*Please complete this self-inspection and return a copy of the form to Sarah Donato (sdoanto@uoguelph.ca)*