OFFICE SAFETY CHECKLIST

Prevention and planning are key steps for safety. Public Safety has developed a simple to use office safety checklist. The checklist can be used within a series of department offices or for an individual office or employee. Public Safety recommends reviewing the checklist at least twice a year to ensure safety and awareness. Questions which receive a "NO" answer require corrective action to meet best practice recommendations. If you have questions or need assistance with resolving these corrective actions, please contact the department responsible for that area of operation.

EMERGENCY INFORMATION POSTING	Yes	No	N/A	Comments
Have reviewed the UST Emergency Guides for • Criminal Activity? • Suspicious Activity? • Medical Emergencies? • Campus Violence? • Utility Failure? • Bomb Threat? • Fire? • Weather Emergencies? • Sexual Crimes? • Evacuation? • Death on Campus? • Active Shooter? Emergency Guides can be found at http://www.stthomas.edu/publicsafety/emergencyguide/default.html				
Are established emergency phone numbers posted where they can be readily found in case of an emergency?				
Is Public Safety Emergency Number programmed in cell phones for on-campus emergencies 651-962-5555 and on campus non-emergency 651-962-5100?				
Are all staff aware of the Public Safety escorts and how to access this service?				
Are fire evacuation procedures/diagrams posted?				
Do you have a designated meeting location?				
Is emergency information posted in every area where you store hazardous waste?				
Do you have your cell phone registered with the UST Emergency Notification System?				

FIRE PREVENTION	Yes	No	N/A	Comments
Are flammable liquids, such as gasoline, kept in approved safety cans?				
Are materials or equipment stored in such a way that sharp objects will not interfere with the walkway?				
Are floor openings covered or otherwise guarded?				
Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 48'' about any adjacent floor or the ground?				
Sprinkler heads or pipes are clear from any items hanging on them?				
Are the fire alarm sounders and strobe lights clear of obstructions?				
Are the fire pull stations in the area clear of obstructions?				
Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?				

EXITS	Yes	No	N/A	Comments
Are all exits kept free of all obstructions?				
Are exits properly marked?				
Are all fire exit doors closed?				
Are the directions to exits, when not immediately apparent, marked with visible signs?				
Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort when building is occupied?				
Are storage areas uncluttered -- providing clear evacuation routes in the event of an emergency?				
Cabinets and lockers containing hazardous materials are equipped with positive latching or sliding doors?				
Is there at least 18'' between the top shelf items and the ceiling? This space will allow ceiling sprinklers to function properly if a fire occurs.				

GENERAL OFFICE PRACTICES	Yes	No	N/A	Comments
Are the ventilation grates free from cabinets or items blocking them?				
Are all workplaces clean and orderly?				
Is the ventilation adequate for the work being performed?				
Are all light fixtures adequate and functioning properly?				
Are floors in good condition and kept dry?				
Is food kept in the appropriate locations?				
Is the furniture safe and free of defects?				
Are office doors locked when not in use?				
Are waste containers kept clean and emptied daily?				
Lock exterior surroundings & office doors when in office alone?				
Turn off all lights and other non-essential electrical equipment when not in use?				

SEVERE WEATHER	Yes	No	N/A	Comments
Do you have a Specific Area Message Encoder (SAME) Weather Radio?				
Is the SAME Weather Radio checked each month?				
Have you identified and walked to the two closest refuge areas in case of severe weather?				
Do you have the NOAA weather bookmarked on your computer? **www.wunderground.com/wxradio/index.html**				
Have you developed a list of the names and phone numbers to contact other staff in case of an emergency?				

ELECTRICAL	Yes	No	N/A	Comments
Extension cords and power strips are not daisy chained; no permanent extension cords are used.				
Have you verified that electrical cords and plugs are in good condition with proper grounding?				
Have you verified telephone and electrical cords are not lying across the floor?				
Do you use only extension cords listed by a recognized certification organization such as Underwriters Laboratories (“UL Listed”)?				
Are extension cords and/or wall plug adapters only being used temporarily?				