

Installations, Environment, & Safety

Health and Safety Inspection

LOGCOM HQ

Supervisor Inspection Checklist

Administrative Work Areas

Revised 14 Apr 2015

Completed by: _____ Date: _____
Building: _____ Room: _____
Supervisor: _____ Dept: _____ Phone: _____
Signature: _____ Date: _____

LOGCOM HQ Supervisor Safety Inspection Checklist Administrative Work Areas

Administrative Area Inspected _____ Bldg # _____

Check (√)

A. Sign Posting/Labeling

Yes No N/A

- 1. Is a written EMERGENCY / EVACUATION PLAN posted and up-to-date?
- 2. Are BOMB THREAT procedures posted near doors and phones?
- 3. Are Industrial Hygiene Surveys available and up-to-date?
- 4. Is the Commanders Safety Policy posted and up-to-date?
- 5. Are applicable SOH and Fire Deficiency Notices posted and up-to-date?
- 6. Are routine (monthly / quarterly) Supervisor Workplace Safety Inspection conducted and recorded?
- 7. Are Unsafe/Unhealthful report forms readily available to employees?
- 8. Is the DOD Safety & Occupational Health Protection Program poster (DD2272) posted on the official bulletin board?
- 9. When required, are floor loading signs posted? (i.e. mezzanine areas)

B. Housekeeping

- 1. Are aisle ways and exits clear and unobstructed?
- 2. Are offices and storage areas clean, orderly, and free of debris and slipping/tripping hazards?
- 3. Are cabinet tops clean and not used as storage?
- 4. Are mops and brooms stored in a well-ventilated area with heads up off the floor?
- 5. Are janitors' closets clean and not used for storage?
- 6. Are food appliances and eating areas kept clean?
- 7. Are floors adequately swept, mopped, vacuumed and free of slipping/tripping/fall hazards?
- 8. Are fluorescent light tubes properly disposed of?
- 9. Are filing cabinet drawers evenly loaded to prevent tipping over?

C. Electrical

- 1. Is the use of extension cords eliminated wherever possible? (Allowed for temporary use only)
- 2. Are only UL-approved extension cords and/or power strips used?
- 3. Are electric cords in good repair (not spliced or taped, ground prong intact, plug secure on cord)?
- 4. Are electric cords arranged so they do not present tripping or other hazard?
- 5. Are electric cords kept out of doorways and aisles?
- 6. Are breaker boxes and junction boxes securely covered?
- 7. Are heat-producing appliances plugged directly into hard-wired outlets, not extension cords?
- 8. Do portable heat-producing appliances have tip over safety feature?

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Check (√)

C. Electrical (continued)

Yes No N/A

- 9. Are electrical outlets not overloaded?
- 10. Is emergency lighting operational?
- 11. Do electrical panel boxes lock and close properly?

D. Miscellaneous

- 1. Are office furnishings and chairs in good repair?
- 2. Do rolling chairs have 5 casters?
- 3. Are step stools and ladders sturdy and fitted with rubber caps to control movement while in use?
- 4. Are paper cutters equipped with safety latches, finger guards, and stored with the blade locked?
- 5. Are fans equipped with adequate blade guards?
- 6. Are all employees briefed on the office emergency evacuation plan and re-assembly point?
- 7. Are ergonomic hazard mitigations being used?
- 8. Are Area JHAs for the area up to date, and are they available for worker review?

E. Fire Protection

- 1. Are emergency egress lanes clear and unobstructed?
- 2. Are personnel EXIT signs posted and clearly visible?
- 3. Are fire exits kept free of obstructions?
- 4. Are the directions to exits, when not immediately apparent, marked clearly with visible signs?
- 5. Are egress EXIT signs illuminated and in working order?
- 6. Are fire suppression sprinkler heads kept clean?
- 7. Are sprinkler heads protected by metal guards when exposed to physical damage?
- 8. Is proper clearance maintained below sprinkler heads (18 inches)?
- 9. Are appropriate fire extinguishers mounted, located, and identified so they are readily accessible to employees?
- 10. Are all fire extinguishers inspected monthly and recharged regularly and noted on the inspection tag?

F. Hazardous Material

- 1. If secondary containers are used, are they properly labeled?
- 2. Are MSDS logs current and readily available?

G. Training

- 1. Are all personnel assigned appropriate (Core) duty/task?

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G. Training (continued)

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 2. Are all personnel assigned correct job specific duty/task(s) that correctly identifies their training requirements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are all personnel current with required training and Medical Surveillance? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

NOTES to Safety Office: _____

