

QUEST SELF-ASSESSMENT CHECKLIST for OFFICES

Area assessed: _____

People who did the assessment: _____

EMERGENCY PREPAREDNESS

Have up-to-date emergency evacuation routes and assembly areas been posted?

Are there any outdated or non-standard signs that need to be removed? Check bulletin boards and remove any outdated materials.

Are copies of the Emergency Guide (red/orange/yellow flip chart) posted? **Tip: A new version of the Guide is anticipated soon -- contact Pat Thomas ext. 6098 to request copies.**

Talk to your Building Emergency Team Leader(s):

-- Are there Building Emergency Team members assigned to each area that may need to be evacuated?

-- Have Building Emergency Team members completed required training?

-- Do all Building Emergency Team members know how to use the emergency radio?

-- Is the information in the BET WPC Activity up-to-date?

-- Is there a current Building Emergency Plan available?

-- -- Do all team members know where the nearest trauma kit and emergency equipment box are located? Does the Emergency Team Leader have a key to the emergency equipment box?

Are aisles, walkways, stairways, and exit doors unobstructed? Is the area free of tripping hazards?

Check the area outside your building. Are there any burned-out lights, tripping hazards, worn or damaged steps, or other conditions that make walking hazardous? Are there any areas where traffic / bicycle / pedestrian safety could be improved?

Have all heavy objects that could fall during an earthquake been secured safely (no bungee cords)?

Is fire extinguisher access unobstructed?

Are fire sprinkler lines free of attached cords, lines, equipment, decorations or other materials?

Are there any types of office work in your area that should not be performed alone? (*This might include work with significant hazards where a person might become so severely injured that they could not summon help, work in a location where a person would not be seen if they were incapacitated, or work by people who are inexperienced or unfamiliar with the area.*) Does your group have documented controls in a WPC Activity for any work that should not be performed alone?

ELECTRICAL SAFETY

Is access to **electrical panels**, including breaker boxes and disconnects, unobstructed?

Does each **electrical panel** have a schedule posted nearby indicating the purpose of all breakers and disconnects? Are all breakers and disconnects numbered or otherwise identified?

Are electrical panels and breaker boxes in good condition (intact, screws in place, door latches work, no materials stored on top)?

Are all wall-mounted plug strips, receptacles and outlets in good condition?

Are labeled ground fault circuit interrupters (**GFCIs**) located on electrical outlets near water sources and other areas where they may get wet, and attached to any outdoor extension cords?

Are **extension cords** in good condition:

- marked as approved by "UL" or "ETL"?
 - 3 intact prongs on plug (indicating there is a ground wire) and plug attached to cord with no exposed wires?
 - cord jackets in good condition, with no frayed insulation, exposed wiring, splices or other signs of tampering, kinks, or taped-over damaged areas?
-

Have all **extension cords** been in use for ≤ 1 month?

Are unused extension cords rolled up and stored properly?

Are **extension cords** used properly:

- appropriate for the load?
 - two extension cords of the same gauge may be used together (but not more than 2).
 - covered with a bridge (not under carpet or rug) in walkways?
 - not draped over furniture or fire sprinkler lines?
 - not extending through doors or windows, or through holes in ceilings or floors?
-

Are **relocatable power taps** (also known as plug or power strips or surge protectors) in good condition:

- marked as approved by "UL" or "ETL"?
 - no cracks in plastic or metal case, no damage to cord or plug, no deformed or dark spots indicating overheating?
-

Are **relocatable power taps** (also known as plug or power strips or surge protectors) used properly:

- not daisy chained (should be plugged directly into wall, not attached to extension cords or other power strips);
 - not permanently attached so that tools are required for removal (may be mounted with slots or keyholes if provided by manufacturer);
 - not connected to equipment over 600 Watts/5 amps, such as heaters, cooking appliances, or fans (unless specifically rated for this type of service)?
 - only used in dry, indoor locations?
-

Are electrical **conduits** free of attached cords, lines, equipment, decorations or other materials?

Are **space heaters** in good condition:

- electric powered and marked as approved by “UL” or “ETL”?
 - 3 intact prongs on plug (indicating there is a ground wire) and plug attached to cord with no exposed wires?
 - cord jackets in good condition, with no frayed insulation, exposed wiring, splices or other signs of tampering, kinks, or taped-over damaged areas?
 - clean, not dusty?
 - automatic shut-off working? (*Test by tilting.*)
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Are **space heaters** used properly:

- placed on a level and sturdy surface?
- not used where flammable or explosive vapors, or dust, toxic, or radioactive materials, may be present?
- kept away from combustible materials such as papers, magazines, drapes, or office furniture?
Note: Follow manufacturer guidelines for placement of the heater. If no manufacturer guidelines are present, provide at least a 36-inch clearance in front of the heater and an 18-inch clearance from all sides, the top, and the back.
- not used in or near wet areas, such as locker/shower rooms?
- not placed in an exit, hallway, or stairwell where the cord can become a tripping hazard? (*Note: power cord may not be run under a carpet or floor mat – this can cause overheating.*)
- turned off and/or unplugged when area is unoccupied for ≥ 1 hour?

Are space heaters ≥ 800 W plugged directly into a permanent wall outlet (not plugged into extension cords or plug strips)?

Are there any space heaters ≥ 1500 Watts? (*Note: May require online registration/training. May indicate need for HVAC improvements in area.*)

ERGONOMICS

Are there any people in the area who would like to request an ergonomic evaluation? (Note anyone who has moved recently.) Are there laptop users who have not had an evaluation?

Check the chairs in your area. Are there any damaged or defective chairs that need replacement?

OFFICE EQUIPMENT

Are there copies of the manufacturer's operation and maintenance procedures available where needed? Is equipment in good condition (no broken parts, required guards are in place)?

OFFICE WORK BEHAVIOR OBSERVATIONS

Computer work: working with no pain or discomfort, feet flat on floor or on footrest with plenty of room to move around; chair comfortable with back well-supported; wrists straight and supported by adjustable armrests or Morensi board; head and neck straight forward or slightly down (top of monitor at eye height); avoids overextending reach; stretches periodically. Uses docking station for laptop work. Note any potential problems you observed for follow-up by Ergo Advocate:

Lifting: tests weight before lifting; gets help with large/awkward items; avoids awkward body positioning; bends knees when lifting; avoids bending over, twisting, overextending; checks path for hazards before carrying. Note any problems you observed for follow-up by ergonomist:

Other Repetitive Motion: Plans work and gets help before taking on extended repetitive tasks. Takes breaks as needed to prevent overuse injuries. Re-evaluates when workload or schedule changes. Note any potential problems you observe for follow-up by ergonomist:
