

## 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?

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Are there any outdated or non-standard signs that need to be removed? Check bulletin boards and remove any outdated materials.

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Are copies of the Emergency Guide (red/orange/yellow flip chart) posted? **Tip – The current version has a blue “site map” tab at the bottom -- contact Pat Thomas ext. 6098 to request copies.**

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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, AED, and disaster emergency equipment are located?
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Are aisles, walkways, stairways, and exit doors unobstructed? Is the area free of slipping and tripping hazards?

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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?

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Have the following items been seismically secured?

- Bookcases, file cabinets, storage cabinets, electronics racks, and other furnishings that are **more than 4 feet high, regardless of weight?**
- All equipment and furnishings that are **mounted at 4 feet or less above a floor level and weigh more than 400 pounds?**
- All equipment that is mounted **more than 4 feet above a floor level to a vertical surface and weigh more than 20 pounds?**
- All equipment that is suspended **below a floor and weigh more than 20 pounds?**
- Bookcases and other furnishings **regardless of height or weight where they might block doors or exit passages?**
- Equipment that is **mounted to a table top and weigh more than 100 pounds?**
- Any equipment, storage cabinet, or container that **contains hazardous materials?**
- **Heavy items on shelves** where **they might fall down on personnel** below?

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Is fire extinguisher access unobstructed?

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

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### ELECTRICAL SAFETY

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

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Is access to **electrical panels**, including breaker boxes and disconnects (600 V and less), unobstructed with 42" of working space?

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

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

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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? (Wet or damp areas include areas within 6 feet of a sink, shower, emergency eyewash station or other water source, but do not include fire sprinklers.)

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Visually inspect portable cord-and-plug equipment for obvious external defects: Do you see loose parts, deformed/missing pins, pinched/crushed cords, deformed or dark spots indicating overheating or other signs of damage?

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Are **electrical cords** and **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?
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Have all **extension cords** been in use for  $\leq 3$  months? [Where equipment is intended to stay in a specific location, and a receptacle is not located close enough to plug in the equipment, consider submitting a work request to have a receptacle installed where needed.]

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Are unused extension cords rolled up and stored properly?

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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, unless they are equipped with locking connectors).
  - covered with a bridge (not under carpet or rug) in walkways?
  - not draped over furniture or fire sprinkler lines?
  - Not fastened with staples or stretched in a way that could cause damage?
  - Protected from damage from sharp corners, projections, and pinch points?
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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?
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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 outlet, not plugged into 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 most heaters, refrigerators, cooking appliances (such as microwave ovens, hotplates, coffee pots), or fans (unless specifically rated for this type of service)?
  - only used in dry, indoor locations?
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Are **space heaters** in good condition:

- electric powered and marked as approved by “UL” or “ETL”?
  - maximum rating of 500 watts?
  - 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  $\geq 1$  hour?
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Are **coffee pots and hot plates**:

- placed on a level and sturdy surface.
  - turned off and/or unplugged when area is unoccupied for  $\geq$  1 hour?
  - grounded (i.e., have a cord with a three-prong plug) or double-insulated and have the label of a Nationally Recognized Testing Laboratory (NRTL) such as UL?
  - kept away from readily combustible materials? (Follow manufacturer guidelines. If none are present, provide at least an 18-inch clearance between appliances and combustible materials.)
  - connected with the original manufacturer's cord directly to proper electrical outlets (no extension cords?)
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**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?

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

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**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)?

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## 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:

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**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:

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**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:

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