

OFFICE INSPECTION

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Production	Location Address
Person Completing Assessment	Assessment Date

Please answer all questions. "N/A" means "Non Applicable." If action required, give brief description.

Yes	No	N/A	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hard copies of the Injury & Illness Prevention program is readily available on-site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required regulatory postings are placed in a common area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency numbers are posted including the studio safety hotline.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers are fully charged and clear of obstructions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aisles, doorways and exits are free from obstructions to allow prompt egress.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All exits are clearly marked with adequate lighting.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A safe refuge area has been designated (meeting place after evacuation), reviewed by all employees and posted (with a map).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical appliances and equipment are in good condition and properly grounded.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A sufficient number of outlets are available to prevent overloading of circuits.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	File cabinets are arranged so that drawers, when open, will not block aisles.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Furniture free from sharp edges, points, and splinters.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office is equipped with a step stool or ladder to safely reach overhead objects.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy machines placed in well-ventilated rooms.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning supplies are labeled and properly stored.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hard floor surfaces are clean, dry, level and in good condition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carpets are well secured to the floor and free of worn or frayed seams.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Break/kitchen areas are clean and all snack food is in manufacturer-sealed packaging.

Additional comments: