

HEALTH AND SAFETY SELF-INSPECTION CHECKLIST FOR OFFICE SPACE

In accordance with [ADS 529.3](#), the Agency must attempt to prevent Agency staff member injuries and illnesses, and ensure, to the extent possible, that every Agency staff member has a safe and healthy working environment. It is essential for the heads of Bureaus and Independent Offices (B/IOs), supervisory staff, and all Agency staff to observe and adhere to occupational safety and health practices in order to achieve USAID policy objectives.

Please utilize the checklist provided below to assist in identifying general office safety hazards. If you discover a safety hazard, promptly report it to a supervisor for correction or email safety@usaid.gov. Ideally, hazards should be mitigated at the lowest practicable level.

Freedom from Reprisal

No Agency staff member may be subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or unhealthful working condition, or other participation in USAID Occupational Safety and Health Program activities, or because of the exercise by such Agency staff member on behalf of himself or herself or others of any right afforded by Executive Order 12196 or any other law, policy, or regulation. These rights include, among others, the right of Agency staff to decline to perform his or her assigned task because of a reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious bodily harm coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures established in accordance with this part.

Reporting Unsafe/Hazardous Conditions and Work-Related Injuries and Illnesses

You are encouraged and have a duty to report unsafe or hazardous working conditions. To report an unsafe or hazardous working condition, please email safety@usaid.gov. You have the right to remain anonymous--please specify in your email if you wish to remain anonymous.

To report a work-related injury or illness, please email safety@usaid.gov.

Thank you for your cooperation! We appreciate your efforts to keep USAID facilities as safe as possible!

HEALTH AND SAFETY SELF-INSPECTION CHECKLIST FOR OFFICE SPACE	
1. Inspector's Name	2. Location Inspected
3. Date	4. Bureau/Independent Office Inspected (<i>Office Symbol</i>)

INSPECTION ITEMS					CORRECTIVE ACTION		
HAZARD	AUTHORITY	YES	NO	N/A	CORRECTIVE ACTION	TARGET COMPLETION DATE	DATE COMPLETED
Are there unauthorized space heaters?	ADS 529.3.6.1.1						
Are there damaged/frayed electrical cables?	ADS 529.3.6.1.2						
Are extension cords being used permanently?	ADS 529.3.6.1.3						
Are electrical cables run under walls or through holes in walls, ceilings, etc?	ADS 529.3.6.1.4						
Are electrical cables taped or stapled to walls or other surfaces?	ADS 529.3.6.1.5						
Are electrical cables present in travel lanes without molded housing or a cable bridge?	ADS 529.3.6.1.6						
Are multi-outlet extension cords (without a circuit breaker) being used?	ADS 529.3.6.1.7						
Are prohibited multi-plug adapters in use?	ADS 529.3.6.1.8						

INSPECTION ITEMS					CORRECTIVE ACTION		
HAZARD	AUTHORITY	YES	NO	N/A	CORRECTIVE ACTION	TARGET COMPLETION DATE	DATE COMPLETED
Are electrical receptacles or cover plates cracked or unsecured?	ADS 529.3.6.1.9						
Are there combustibles (such as carpet, wood, paper, etc) within 18-inches of a heat-producing device (such as lamps, electrical kettles, office machines, etc)?	ADS 529.3.6.1.10						
Are electric string lights in use for more than 30 days?	ADS 529.3.6.1.11						
Are any electric string lights not approved by Underwriter's Laboratory (UL)?	ADS 529.3.6.1.12						
Are electric decorations left plugged in while unattended?	ADS 529.3.6.1.13						
Are any decorations present that produce an open flame?	ADS 529.3.7.1						
Are candles (even if unlit) present?	ADS 529.3.7.1						
Are any office decorations combustible?	ADS 529.3.7.2						
Is any object located within 18-inches of a fire sprinkler?	ADS 529.3.7.4						
Are stacked materials located in aisles or passageways?	ADS 529.3.7.5						
Is access to any fire extinguisher obstructed?	ADS 529.3.7.7						
Are any fire extinguishers defective?	ADS 529.3.7.7						
Is any piece of fire protection or emergency/safety equipment blocked or obstructed?	ADS 529.3.7.8						
Are there any toasters located in non-galley areas?	ADS 529.3.7.9						
Are any coffee pots located within 18-inches of combustibles?	ADS 529.3.7.10						
Are any coffee pots left plugged in while not in use?	ADS 529.3.7.10						
Are any workspaces not neat and orderly?	ADS 529.3.8.3						
Are any exits or access to exits obstructed?	ADS 529.3.8.4						
Are any unauthorized hazardous, explosive, or combustible materials present in the workplace? If so, immediately report this situation to a supervisor.	ADS 529.3.8.5						
Are there prohibited draperies, curtains, or other hanging materials?	ADS 529.3.8.6						
Are prohibited freestanding partitions or space dividers present?	ADS 529.3.8.7						
Are any flammable or combustible materials stored near or obstructing means of entrance to/exit from the building?	ADS 529.3.8.9						
Do any workspaces have less than 36-inches of clearance for egress?	ADS 529.3.8.10						

INSPECTION ITEMS					CORRECTIVE ACTION		
HAZARD	AUTHORITY	YES	NO	N/A	CORRECTIVE ACTION	TARGET COMPLETION DATE	DATE COMPLETED
Do any main hallways have less than 60-inches of clearance for egress?	ADS 529.3.8.11						
Are any workspaces unclean or contain excessive refuse?	ADS 529.3.8.12						
Are there any tripping hazards present, especially due to telephone or electrical cables?	ADS 529.3.8.13						
Are there any defective floor tiles, broken steps, torn carpet, curled mats, or any other tripping hazard present?	ADS 529.3.8.14						
Are any items stored on the steps or in the stairways?	ADS 529.3.8.15						
Have any work areas failed to keep floors clean, dry, and free of litter?	ADS 529.3.9.2						
Have any workspaces failed to store materials in an orderly fashion?	ADS 529.3.9.4						
Do any work areas contain unsecured items on top of bookcases, cabinets, or other surfaces that pose a risk to personnel?	ADS 529.3.9.5						
Have any paper cutters been stored without the blade fully-down and locked?	ADS 529.3.9.7						
Are heavy objects stored on the tops or edges of tall cabinets, bookshelves, or desks where they may fall?	ADS 529.3.9.8						
Is any office machinery positioned where it can slip off the edge of a table or desk (especially due to "creeping" caused by vibration or moving parts)?	ADS 529.3.9.13						
Do any office fans lack a protective guard to prevent contact with the fan blades?	ADS 529.3.9.15						
Are any microwave ovens plugged into an extension cord, surge protector, or any outlet other than a wall or floor outlet?	ADS 529.3.9.16						
Are any surge protectors plugged into another surge protector (also known as a surge protector daisy-chain)?	ADS 529.3.9.6						