

# Office Safety Checklist

By Alex Strickland

- Safety Plan
  - Define your safety plan.
  - Define how you distribute/communicate your safety program.
  - Develop, with employee input if possible, an employee safety statement form.
  - Develop your new employee orientation program .
  - Ensure that your employee handbook includes your safety policy.
  - All job descriptions need to include a recognition of the importance of safety in performing the job responsibilities.
  - Communicate purpose and scope of the safety plan.
  - Assign and communicate responsibilities.
- Emergency Procedures
  - Develop emergency procedures.
  - Develop emergency action plan (including some scenario planning).
  - List emergency phone numbers.
  - List key contact phone numbers.
- Safety Procedures
  - Create accident investigation form and procedure.
  - Create serious incident report and procedure.
  - Develop accident reporting procedure.
  - Obtain worker's compensation accident report form.
  - Create automobile accident report form and procedure.
  - Develop other vehicle or property damage report form and procedure.
  - From insurer obtain general liability report form and develop procedure.
  - Obtain property damage report form and develop procedure.
  - Obtain or create loss and theft report form and develop procedure.
  - Develop modified work program form and procedure.
- Other
  - Set up Safety Committee.
  - Set safety meeting guidelines.
  - Develop Medical and First Aid Program.

- Develop Fire Protection Program.
- Develop a Security Program.
- Develop action plans for inspections.
- Keep a record of penalties and employees involved in unsafe work practices.