

# 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.