

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.