

ENVIRONMENTAL AWARENESS CHECKLIST

ELECTRICAL

- Extension cords cannot be used to make permanent wiring connections.
- Power cords, plugs, and electrical outlets must not be damaged or frayed.
- All power strips should be plugged directly into outlets and not “daisy-chained”.
- Electrical panels need 36” clearance in front of them.
- Electrical equipment and appliances must be approved by a nationally recognized testing laboratory.

CHEMICAL SAFETY

- Safety Data Sheets (SDS) must be available for all chemicals in the workplace.
- Chemical containers must be properly labeled.

FIRE

- Make sure that items are stored no closer than 18” under sprinkler heads.
- Inspect fire extinguishers monthly to ensure they are fully charged, and inspection tags are attached.
- Fire extinguishers and pull stations should be visible and accessible.
- Store combustible materials away from ignition sources, exit stairwells, and electrical closets.

MATERIAL STORAGE

- Heaviest items should be loaded in bottom file drawers to prevent tipping.
- Drawers of file cabinets should not be left standing open.

SLIPS, TRIPS, FALLS

- Cords, wires, and cables should not run across aisles, walkways, or exit route pathways.
- Keep carpets and rugs in good condition.
- Practice good housekeeping by cleaning up spills.
- Stairways should have non-slip treads and proper lighting.
- Use step stools or ladders available to reach high places.

EMERGENCY RESPONSE

- All employees must be trained on the Emergency Action Plans.
- Employees must know where to go during an evacuation or “shelter in place.”
- First Aid supplies should be available.
- Aisles, stairs, and hallways must be kept clear of obstructions.
- Exit routes must be at least 28” wide with no obstructions.

ENVIRONMENTAL

- Lighting should be adequate to allow employees to see their work without eye strain.
- Keep workplaces free from fire, rodent, or insect problems.
- Floors should be clean, dry, and free from trip hazards.