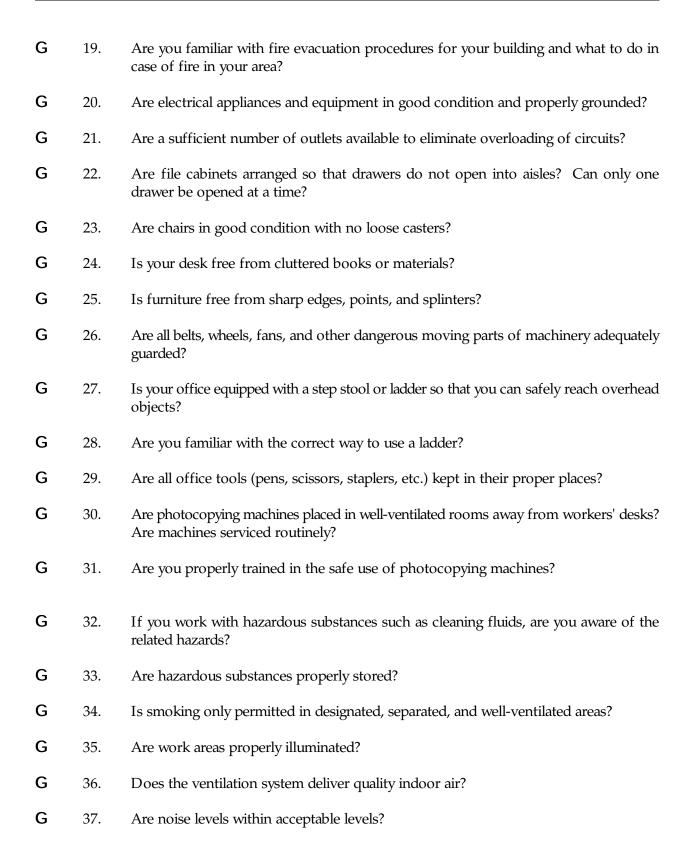
OFFICE SAFETY AND HEALTH CHECKLIST

G	1.	Is there an active safety and health program in operation?
G	2.	Is one person clearly responsible for the overall activities of the safety and health program?
G	3.	Is there a procedure for handling complaints regarding safety and health?
G	4.	Do you know how to locate the nearest doctor or hospital?
G	5.	Are emergency numbers posted?
G	6.	Are first aid kits easily accessible to each work area?
G	7.	Are you familiar with basic first aid procedures in case of an emergency?
G	8.	Are all work areas clean and orderly?
G G G	9.	Are floor surfaces: ! clean? ! dry? ! level? ! in good condition?
G G	10.	Are carpets: ! well secured to the floor? ! free of worn or frayed seams?
G	11.	Are aisles and doorways free from obstructions to permit visibility and movement?
G	12.	Are there sufficient exits to permit prompt escape in case of emergency?
G	13.	Are all exits clearly marked and visible?
G	14.	Are emergency exits adequately lighted and free of debris?
G	15.	Do you know where emergency exits are and how to reach them?
G	16.	Are stairways in good condition and covered with skid-resistant materials?
G	17.	Do you know where fire extinguishers are and how to use them?
G	18.	Do you know where fire alarms are?



- **G** 38. If you use a video display terminal (VDT), is the keyboard, table, screen, and chair adjustable?
- **G** 39. For VDT users, are work breaks and variation of tasks incorporated into work schedules?
- **G** 40. Are you trained in proper lifting techniques?