

OFFICE SAFETY INSPECTION WORKSHEET

INSTRUCTIONS: Executive Order 12196 and AIMS GAM 13.04.08A mandate periodic inspections of workplaces to assure prompt correction of unsafe and unhealthy working conditions. The questions below are intended to help identify potentially hazardous conditions and practices. All NO answers require an explanation of corrective action to be taken on that item. If corrective action cannot be taken, explain why not. (Use additional sheets, if necessary.) If there are any items or conditions that are not listed which may cause injury or illness, list them under "OTHER". Where a question is not applicable to a workplace, check N.A.

ORGANIZATION: <i>SW-FO 788</i>	INSPECTION DATE: <i>4-21-2009</i>
BUILDING - SPACE INSPECTED:	NAME AND PHONE NUMBER OF INSPECTOR(S): <i>Richard C Black 580-242-1272</i>
ADDRESS: <i>2202 N Van Buren Blvd, OK 73703</i>	FOR MANAGEMENT: <i>see above - Richard C Black</i>
	FOR UNION: <i>Nitzi Brooks - X Nitzi Brooks</i>

A. EMERGENCY EGRESS *Please consult page 8, Informational Sheet, before the inspection is conducted.*

ITEM INSPECTED	YES	NO	N.A.	COMMENTS/CORRECTIVE ACTION/DATE CORRECTIVE ACTION TAKEN
1. Are there at least two separate ways (exits) to leave the work area or office?	<input checked="" type="checkbox"/>			
2. Are exits as remote as possible from each other so that employees do not have to travel more than 200 feet to an exit facility (300 feet if the building is completely sprinkler protected)?	<input checked="" type="checkbox"/>			
3. Are exit aisles maintained which meet the requirements shown on page 6?	<input checked="" type="checkbox"/>			
4. Are exit aisles arranged in a clear, direct pattern and kept free of obstructions and impediments?	<input checked="" type="checkbox"/>			
5. Is emergency lighting provided in buildings where: - the building is 3 or more stories in height, or - the total building occupancy is 1000 or more, or - the occupancy is 100 or more people at levels above or below the ground exit level?			<input checked="" type="checkbox"/>	
6. Are all exits, other than ground level main entrances, identified with clearly visible, electrically illuminated exit signs?	<input checked="" type="checkbox"/>			
7. When the building is occupied, are all exits free of locks, chains and other fastening devices which could prevent free escape?	<input checked="" type="checkbox"/>			
8. Are exit stairways clean, free of storage, equipped with secure handrails and self-closing doors?			<input checked="" type="checkbox"/>	
9. Do all doors serving 50 or more people swing in the direction of exit travel?	<input checked="" type="checkbox"/>			
10. Has there been an employee evacuation drill (such as fire, earthquake, bomb threat, hurricane, tornado, flood or similar emergency) in the last 6 months? (if no, explain why not, and give date of last scheduled evacuation.)		<input checked="" type="checkbox"/>		<i>next planned 5/2009</i>
11. Have employees been instructed in fire emergency procedures, and how to report a fire?	<input checked="" type="checkbox"/>			
12. Are designated phones labeled with appropriate emergency numbers?	<input checked="" type="checkbox"/>			
13. Do all exits from the building discharge directly to the street, or to yard, court, or open space that gives access to a public way?	<input checked="" type="checkbox"/>			
14. Are all means of egress arranged so that it will not normally be necessary to pass through any high hazard area to reach an exit?	<input checked="" type="checkbox"/>			
15. Do all "EXIT" signs have arrows indicating the correct direction of egress, except where the direction of travel is immediately apparent?	<input checked="" type="checkbox"/>			
16. Have adequate accommodations been made to assure that handicapped employees can enter and exit safely?	<input checked="" type="checkbox"/>			
17. Does each handrail allow continuous sliding of hands on them?	<input checked="" type="checkbox"/>			
18. Other comments:				