

HAZARD IDENTIFICATION CHECKLIST

Administrative/Office Areas

Safety Representative: _____ Survey Date: _____

Department/Work Unit: _____ Location/Room: _____

If “No” is selected, please correct the hazard and note the date.

		Yes	No	N/A	Date Corrected
*1.	UCI Emergency Procedures and UC Irvine Injuries & Medical Treatment guidance sheets displayed in common areas?				
2.	Are staff aware of evacuation assembly area(s) for their building and the evacuation plan?				
3.	Are heavy or tippable items over 42” tall secured (e.g., filing cabinets, bookcases)?				
4.	Are heavy/hard items secured, placed on lower shelves or on ground?				
5.	Is storage kept at least 18” below sprinkler heads and ceiling throughout room or area?				
6.	Are aisles, hallways, exit corridors, and doorways kept clear and unobstructed?				
7.	Is good housekeeping practiced (e.g., spills cleaned up, floors dry, office cabinet drawers closed when not in use, electrical cords are not a trip hazard)?				
8.	Are walking surfaces and stair treads in good condition and without any trip hazards?				
9.	Are ceiling tiles/panels in reasonable condition (not damaged, moldy, or missing)?				
10.	Are desk, cabinet and file drawers closed when not in use?				
11.	Are file cabinets filled from bottom to top?				
*12.	Are proper tools/equipment (i.e., step stools or ladders) available to help reach items above shoulder height?				
13.	Are exit corridors and doors free from obstruction (potentially created by improper storage or arrangement of furniture)?				
14.	Are exits properly marked and unobstructed (doors not locked)?				
15.	Are fire extinguishers provided and physically and visually accessible, fully charged (needle is in the green zone), pin and security seal in place, and have up-to-date maintenance tag?				
16.	Are carpets in good condition?				
17.	Are electrical cords and plugs in good repair, not cracked, broken, or frayed (including in kitchen areas)?				
18.	Are wall outlets & switches in good repair (not broken, covers in place, etc.)?				
*19.	If power strips are present, are they grounded (3 prongs on plug) and not connected to another power strip or to an extension cord? (Extension cords are only allowed for temporary conditions.)				
*20.	Are there fixed or portable Ground Fault Circuit Interrupter (GFCI) devices installed in areas that are frequently wet (within 6 feet of a water source)?				
21.	Are office machines and equipment guarded (e.g., paper cutters), connected to grounded outlets and in good condition?				
22.	Do all electrical panels have a 3-foot clearance (front and sides)?				
23.	List any other potential hazards that were observed during your walk on the back of this sheet.				

Other Hazards Observed

Item No.	Description of Hazard / Location of Hazard	Action Taken / Date Corrected
1.		
2.		
3.		
4.		
5.		

*** ADDITIONAL RESOURCES**

Contact Facilities Management at (949) 824-5444 or fm-servicedesk@uci.edu for questions related to ceiling tiles, fire extinguishers, electrical outlets, etc.

Question 1:

UCI Emergency Procedures guidance sheet:

https://em.uci.edu/_pdf/emergency-response-procedures.pdf

UCI Injuries and Medical Treatment guidance sheet:

https://ehs.uci.edu/research-safety/occupational-health/_pdf/med-emergency-poster.pdf

Question 12:

EHS Ladder Safety information:

<https://www.ehs.uci.edu/safety/ladder-safety.php>

Questions 19 & 20:

EHS Electrical Safety Reference Guide:

https://ehs.uci.edu/safety/_pdf/electrical-safety-reference-guide.pdf