

WORKPLACE HAZARD-HUNT

Be Safe ... Be Prepared

The following checklist is intended to be used in surveying office work areas to determine whether the contents pose a danger to building occupants during an earthquake.



Please realize that you will not be able to mitigate every hazard in your workplace.

Be aware of your surroundings ... Are there large windows that could break or heavy objects that could fall on you? Identify "safe zones" in your work area where you can take cover in the event of an earthquake.

- ☐ Are tall storage cabinets or lockers attached to the wall or attached back-to-back to each other?
- ☐ Do file cabinet drawers have latches?
- ☐ Do office machines and equipment that are placed on countertops have protection against sliding and falling to the floor?
- ☐ Are fire extinguishers securely mounted?
- ☐ Are display cases or aquariums protected against overturning or sliding off tables or stands?
- ☐ Are desktop computer monitors anchored or equipped with anti-skid devices?
- ☐ Are heavy or potentially sharp wall decorations securely mounted?
- ☐ Have potted plants or other heavy objects been placed on top of file cabinets or other high locations without restraint?
- ☐ Are wall-mounted or ceiling-mounted televisions securely attached to their mounting device to prevent them falling?