



Flows and Waves Industries / Jerameel Azure / 20 Dec 2018

Office Workplace Safety Checklist

Complete

Inspection score	Failed items	Created actions
92.11%	3	0
Company Flows and Waves Industries		
Inspector Jerameel Azure		
Conducted on 📅 20th Dec, 2018 ⌚ 10:14 AM +08		
Location 1450 Fidelity Building La Salle St, New Orleans, Louisiana		

Failed items

3 Failed

Audit / General

Furniture and office equipment secure from tipping; appropriate for work being done

No

Audit / Ergonomics

The seating surfaces free of sharp edges which could snag clothing or cause discomfort or injury

No

Audit / Fire Protection and Warning System

Emergency lighting; adequate lighting, tested and record of annual inspection

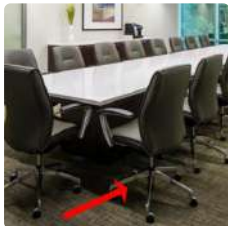
No

Audit

3 Failed 92.11%

General

1 Failed

Floors: clean, dry, free from debris, clutter and trip hazards	Yes
Signs are posted when floors are wet (e.g., when floors are washed, spills)	Yes
Stairs and hallways kept clear and unobstructed	Yes
Stairwells adequately lit; steps, treads, etc., in good condition	Yes
<p>– Notes</p> <p>This is perfect! Kudos to Catrina and her team.</p>	
Furniture and office equipment secure from tipping; appropriate for work being done	No
Chairs in safe condition and are caster, rungs and legs sturdy	Yes
<p>– Notes</p> <p>No rusty leg or anything. All good.</p> <p>– Photos</p>  <p>Photo 1</p>	
All equipment and supplies in their proper places	Yes
Carts, dollies, etc. available for use in transporting heavy objects and boxes	Yes

Exits, Entrances and Exterior Parking Lot

Doors are not blocked	Yes
Routes, signs and doors clearly marked; exit signs easy to see; outside entrances and parking lots are clearly lit	Yes
Walkways and parking lots are free from snow, ice, water, grease, etc.	Yes

Workplace Environment

Lighting levels adequate; work areas free from glare	Yes
Air quality adequate	Yes

Temperature and humidity adequate	Yes
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Ergonomics

1 Failed

Heights of chairs and desks appropriate	Yes
Employee posture is being monitored	Yes
Seat depth, width, and height respect ergonomic requirements	Yes
The seating backrest offers the required support for the back	Yes
The seating surfaces free of sharp edges which could snag clothing or cause discomfort or injury	No
Seating comply with fire standards	Yes
Furniture easily accessible	Yes
Seat stable and has enough support points	Yes
The design and construction is robust and safe for use	Yes
Controls or moving parts can be operated without risk of trapping fingers	Yes
Seating upholstery is a breathable fabric	Yes

Fire Protection and Warning System

1 Failed

Emergency lighting; adequate lighting, tested and record of annual inspection	No
Portable fire extinguishers: appropriate type, readily available and inspected	Yes
Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	Yes
Fire/emergency alarm systems operational; fire exit signs lit	Yes
Fire and evacuation plan is posted Workers know the plan (ask an employee)	Yes

Hygiene and First Aid

Washrooms are clean	Yes
Washing facility available (soap, warm water)	Yes
First aid kits: supply inventory; treatment log; first aid training manual	Yes
Employees know how to get first aid when needed (ask an employee)	Yes


Electrical

Extension cords are secured and in good condition (no exposed wires or bent prongs)	Yes
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Security

Safe procedures and emergency procedures are in place	Yes
Emergency numbers for internal and external contacts are easily available	Yes
Training on workplace violence and harassment (ask an employee)	Yes

Completion

Additional recommendation See notes I left for the non compliant items. The rest are okay - kudos to Catrina and her team!	
Full name & Signature of Inspector	
	Jerameel Azure 20th Dec, 2018 12:07 PM +08

Photos

1 Photos



Photo 1