

Office Hazard Hunt

Are you aware of what earthquake hazards may exist in your office space? Take five minutes to do a quick office hazard hunt.

- 1. Are there clear exit routes in and out of the room?
Are exits kept clear of possible obstructions?
- 2. Is the fire extinguisher accessible to all personnel?
Has the expiration date been checked and noted?
- 3. Are filing cabinets, bookshelves, and other storage units attached or bolted to the wall?
- 4. Are wall decorations and shelving units securely mounted to the wall?
- 5. Are desktop computer monitors and other computer equipment anchored to the desk?
- 6. Are heavy objects, such as potted plants, located close to the ground and absent from shelves or desks?



Department Name:

Hazards Found:

Changes Made:

Date: