

Earthquake Safety Inspection Checklist

- 1) Is any heavy equipment (ie, Typewriters, computers, coffee makers) likely to slide off desk tops?
- 2) Are there books, glass, or heavy items located above a work area which may fall onto an employee or equipment?
- 3) Are doors likely to be blocked by falling shelving, files, tools?
- 4) Is there any equipment on wheels, which is likely to "take off"?
Are wheels locked if locks are present?
- 5) Are files likely to dump/the drawers of tip over?
- 6) Will supplies be dumped off shelves and be destroyed? (Are glass bottles secure? What kind of chemicals are present?)
- 7) Do light fixtures have secure fasteners?
- 8) Do cabinets have secure latches (not magnetic)?
- 9) Are potted plants in ceramic or hanging containers likely to break in a walkway or fall on someone?
- 10) Are coffee makers likely to spill on someone, or into files or equipment?
- 11) Are fire extinguishers likely to fall out of cabinets?
- 12) Are hallways, free of equipment on wheels and clear for evacuations?
- 13) Are flashlights available and easily accessible? Are batteries routinely checked? Are rooms without emergency lighting provided with battery emergency lighting?
- 14) Are exit doors to outside likely to be blocked by falling brick, concrete, etc.?