

# Tackle Slips/Trips/Falls



## Office Safety Checklist

Church/program:

Date:

**Enter "x" under the Yes or No column for the following items:**

Waste baskets, tables, chairs, stools and other office equipment are not in walking spaces.

Yes

No

Actions Taken

File drawers are closed when not in use.

If in use, extension cords are covered by rubber channels or taped securely to floor/desks.

There is a process in place to clean up spills (wiping up right away or marking spill area with caution signs until cleaned).

Step stools are provided where needed and employees are reminded to use them (vs. standing on chairs).

Rolling ladders and stands have automatic brakes that work when wieght is applied.

Feet on ladders and step stools are slip-resistant (rubber) and in good condition.

Office chairs are in good condition, with secure casters.

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