

## OFFICE SAFETY CHECKLIST

(Please Post in all MCB Offices)

### Safety Awareness and Emergency Preparedness

- In the event of an emergency dial 519-840-5000** (cellphone) or campus phone dial 2000 or 52000
- Workers are aware of emergency procedures and exit routes
- Exit routes are free from obstruction; doorway is unobstructed
- Workers are aware of ergonomic resources/training on campus
- Workers know to report all incidents, injuries and hazards immediately by completing an incident report for EHS. File this report via the MCB Chair's office in SSC 4478

**OFFICE INSPECTIONS** are performed each year by the MCB Health & Safety Committee, using these guidelines as reference. For maintenance issues, see contact list below. Note your responsibilities as a key holder and occupant.

**CONTACTS** (for repairs and malfunctioning equipment):

- Building Maintenance** (lights, heating, plumbing, electrical, etc.)  
Call Karen Ingram in the stockroom, ext. 52660, SSC 1110  
kingram@uoguelph.ca.
- Departmental Equipment** (centrifuges, autoclaves, water filtration systems, etc.) Call Jamie Jones, department technician, ext. 53816, SSC 4482  
jjones15@uoguelph.ca
- Door Locks** (\*keys and office locks; ID cards and electronic access locks)  
Call Vanessa Breton, admin services, x53815, SSC 4481,  
bretonv@uoguelph.ca.

### Physical Hazards and General Maintenance

- Electrical equipment is CSA approved; wiring and cords in good condition; no octopus wiring or daisy chain extension cords
- Lighting is adequate; no flickering lights
- Fans and heaters are guarded and on secure surfaces
- Floor surfaces are even, dry, no chips, holes; carpet in good repair, not curling up or unravelling; no tripping hazards
- Shelving / Storage:
  - only light objects are stored on top of tall cabinets and shelves
  - no top-heavy loading in file cabinets
  - shelving units are secured to the wall
- No microwaves or fridges to be placed above shoulder height
- General maintenance of door hinges, locks, windows, lights, vents, furniture, ceiling tiles; no sign of water damage or mold
- Room temp. comfortable; adequate ventilation; noise level low
- General housekeeping
  - wipe down dirty and dusty surfaces; waste bins easily accessible
  - discard or recycle items left behind by previous occupants
  - food (if any) is appropriately stored
  - no gloves, lab chemicals or lab biologicals in office
- Window pane on office door should be clear of obstruction, allowing a clear line of sight in the event of fire or emergency
- Bulletin boards and pictures are securely fastened to wall
- Additional safety resources can be found on the MCB and Environmental Health and Safety (EHS) websites

**OFFICE KEYS\* must be returned promptly at the end of your program/contract. Upon vacating the office, please ensure the space is clean for the next occupant. Remove all work-related and personal items from the office - anything left behind will be discarded.** (updated Oct. 2017)