

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 Emily Martin, admin services, x53815, SSC 4481, emilym@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 Nov. 2019)