

Procedures for Inspecting Office Chairs in the Work Place

Visually inspect the chair for the following:

Step 1. Check to see if the chair wheels are in good condition and rolls as designed.

Step 2. Check to see if the chair is sturdy when sitting in. Are all legs, arm rests, back rest, and seat cushion in good working order? Check to ensure the chair seat does not lean or shift from side to side.

Step 3. Turn the chair upside down and visually inspect the points where the chair frame mounts to the seat and back rest

Step 4. Check all screws or fasteners to ensure they are all in place and tight.

Step 5. Check closely for any stress cracks in the plastic or metal. Inspect for signs of any metal fatigue or distorted metal.

Step 6. Check the number of legs on rolling chairs. Chairs should have five legs.

If you find any chairs that fail this inspection, remove the chair from service and place a red tag or sign that states "Do Not Use - UNSAFE FOR USE"

Notify Salvage at 757-824-1331 to schedule pick-up of chairs.

Notify the Safety Office at Ext. 1884 or ext. 2030 if you have any questions or are unsure if the chair is safe for use.