**Emergency Response**

Are all access and egress points readily accessible?

Are exit signs in place and illuminated?

Are fire extinguishers located in an easy to see location?

Is a copy of the emergency procedures guide available?

**Environment**

Is the temperature and airflow in the room adequate?

Is the lighting adequate for tasks?

Are there any sources of excessive noise?

Is the area free from odour?

**Equipment**

Are electrical items tested and tagged and in date?

Are electrical appliances in a safe working area? (e.g. heaters/fans)

Are leads/cords kept clear of walkways and under desks?

Is there sufficient space for large documents, completed work or writing?

**Housekeeping**

Is the area tidy and well kept?

Are items safely stored so they are not at risk of falling off or causing injury?

Are floor coverings in good condition? Are they free of trip hazards?

Is the work/floor area clear of electrical leads/network cables or obstructions?

Are filing cabinets/desk drawers closed when not in use?

Are waste paper bins free of hazardous material? (e.g. broken glass)

**Ergonomics**

Is the workstation set up correctly?

Is a footrest available if required?

Is the chair fully adjustable? (seat and back)?

Is the monitor adjusted to correct height? (arms length away from user)?

Is a document holder provided?

Is the keyboard, monitor and worker front on?

**Lighting**

Is there sufficient lighting for the performance of tasks?

Are employees able to control incoming natural light?

Is artificial lighting causing reflections from work surfaces or shadows over the task?

Do employees find they have tired, sore or irritated eyes at the end of a day?

**NOISE**

Is noise a problem in the workplace?

Is it difficult to hear a normal voice within a 1 metre distance?

Are there distracting or disruptive noises in the area?

How well do screens or partitions control noise?

**INDOOR AIR QUALITY**

Are there problems or complaints about temperature, draughts, odours or lack of fresh air?

Do staff suffer from dry, irritated eyes at the end of the day?

Does the office seem stuffy?

Do staff find the temperature cold, hot or fluctuating?

**OFFICE LAYOUT**

Is there sufficient space for tasks to be carried out?

Is there sufficient space for the equipment and the operator?

Is there sufficient space for walkways through an area ?

Is there sufficient space for light, intermediate and busy foot traffic?

Is there sufficient circulation space around each workstation?

Are there separate areas for tasks that require dedicated space?

Is there a separate area for photocopying?

**WORKSTATIONS**

Are workstations adequately designed for the tasks being performed?

Is there sufficient space at the workstation for documents to be spread out within easy reach?

Is there easy access to equipment such as a telephone and keyboard?

Is there adequate and safe height adjustability of work surfaces?

Are workstations and equipment set up to reduce awkward postures?

Are the desks suitable for the tasks to be performed?

Do standing workstations meet the needs of the users?

|  |  |  |  |
| --- | --- | --- | --- |
| **Bulletin Boards and Signs** | | | |
| Are they clean and readable? |  |  |  |
| Is the material changed frequently? |  |  |  |
| **Floors** | | | |
| Is there loose material, debris, worn carpeting? |  |  |  |
| Are the floors slippery, oily or wet? |  |  |  |
| **Stairways and Aisles** | | | |
| Are they clear and unblocked? |  |  |  |
| Are stairways well lighted? |  |  |  |
| Are handrails, handholds in place? |  |  |  |
| Are the aisles marked and visible? |  |  |  |
| **Equipment** | | | |
| Are guards, screens and sound-dampening devices in place and effective? |  |  |  |
| Is the furniture safe? |  |  |  |
| - worn or badly designed chairs |  |  |  |
| - sharp edges on desks and cabinets |  |  |  |
| - poor ergonomics (keyboard elevation, chair adjustment) |  |  |  |
| - crowding |  |  |  |
| Are ladders safe, and well maintained? |  |  |  |
| **Emergency Equipment** | | | |
| Is all fire control equipment regularly tested and certified? |  |  |  |
| Is fire control equipment appropriate for the type of fire it must control? |  |  |  |
| Is emergency lighting in place and regularly tested? |  |  |  |
| **Building** | | | |
| Do buildings conform to standards with respect to use, occupancy, building services, and plumbing facilities? |  |  |  |
| Check the following structures to ensure safety: |  |  |  |
| - swinging doors |  |  |  |
| - floor and wall openings |  |  |  |
| - ladders, stairways and ramps |  |  |  |
| - guardrails |  |  |  |
| Are materials stored safely? |  |  |  |
| **Air Handling System** | | | |
| Does air exchange rate meet standard requirements? |  |  |  |
| Is the system free of sources of contamination (asbestos, microorganisms, dust, fumes)? |  |  |  |
| Is humidity within standard range? |  |  |  |
| **Dangerous Substances** | | | |
| Are there any controlled substances (e.g. WHMIS controlled products)? |  |  |  |
| - If yes, are the products properly labelled? |  |  |  |
| - If yes, is there a corresponding material safety data sheet (MSDS) for each product? |  |  |  |
| - If yes, are workers trained in how to use these products safely? |  |  |  |
| **Sanitation** | | | |
| Are washrooms and food preparation areas clean? |  |  |  |
| Are the following provided adequately? |  |  |  |
| - toilets |  |  |  |
| - showers |  |  |  |
| - potable water |  |  |  |
| - clothing storage |  |  |  |
| - change rooms |  |  |  |
| - field accommodations |  |  |  |
| - lunchrooms |  |  |  |
| Are measures in place to prevent the spread of disease? |  |  |  |
| **Security** | | | |
| Do entry and exit procedures provide workers personal security at night? |  |  |  |
| Are emergency (evacuation, fire, bomb threat, hostile person) procedures in place? |  |  |  |
| **Lighting** | | | |
| Are lamp reflectors clean? |  |  |  |
| Are bulbs missing? |  |  |  |
| Are any areas dark? |  |  |  |
| **Material Storage** | | | |
| Are materials neatly and safely piled? |  |  |  |
| Are there stepladders or stools to get to materials on higher shelves? |  |  |  |
| Are storage shelves overloaded or beyond their rated capacity? |  |  |  |
| Are large and heavy objects stored on lower shelves? |  |  |  |
| Are passageways and work areas clear of obstructions? |  |  |  |
| **General** | | | |
| Are extension cords used extensively? |  |  |  |
| Are electrical or telephone cords exposed in areas where employees walk? |  |  |  |
| Are machines properly guarded? |  |  |  |
| Is electrical wiring properly concealed? |  |  |  |
| Does any equipment have sharp metal projections? |  |  |  |
| Are wall and ceiling fixtures fastened securely? |  |  |  |
| Are paper and waste properly disposed of? |  |  |  |
| Are desk and file drawers kept closed when not in use? |  |  |  |
| Are office accessories in secure places? |  |  |  |
| Are materials stacked on desks or cabinets? |  |  |  |
| Are file cabinet drawers overloaded? |  |  |  |
| Are file cabinets loaded with the heaviest items in the bottom drawers? |  |  |  |
| Are filing stools or wastebaskets placed where they might be tripping hazards? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Work area has been isolated from local traffic – barricades/tape, etc |  | All steps & stairways have non slip treads & damage free |  |
| All personnel are inducted and have signed in |  | All ladders are industrial grade and appropriate to job (eg non metal ladder for electrical work) |  |
| All relevant Job documents are displayed– Work Notice, Out of order signs, shutdown notice |  | Electrical equipment and leads are free of damage |  |
| All relevant Job documents are available, Safe Work Method Statements (SWMS), High Risk Permits, Job Docket, MSDS, etc |  | Electrical equipment has been tested and tag date is within service period |  |
| Emergency access/egress is clear and free from obstructions |  | Portable Residual Current Devices/Earth Leakage Breakers are used on portable electrical equipment & leads |  |
| All entrances, exits & walkways are clear and identifiable |  | No burn marks are on power switches/outlets |  |
| There is a Material Safety Data Sheet for each product |  | Adequate appropriate fire fighting equipment is available, visible & readily accessible |  |
| Material Safety Data Sheets have not expired their 5 year life |  | Fire equipment is clean and has been checked in last 6 months |  |
| Chemical containers are clearly labelled and stored correctly (eg not near food, in appropriate container) |  | Adequate first aid kits with appropriate contents are available |  |
| Personnel are aware of the contents of the SWMS and are complying with its requirements for risk control |  | Workers are aware of local emergency procedures. |  |
| All employees are working safely and according to SWMS |  | Emergency contact (security) numbers are displayed near kits |  |
| All personnel are wearing correct safety clothing and PPE as specified by SWMS |  | Workers are aware of nearest evacuation exit and assembly point |  |
| All guards are in place – where applicable |  | All machinery & equipment is in a safe and clean condition |  |

**✓**= yes

**X** = no

**OFFICE SAFETY INSPECTION CHECKLIST**

This checklist is by no means all-inclusive. You should add to the items listed or delete

items based upon their applicability in your work environment. Carefully consider each

item.

INSPECTION DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSON (S) PERFORMING INSPECTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPECIFIC INSPECTION LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YES NO LOCATION/COMMENTS/**

**ACTION REQUIRED**

Are portable fire extinguishers provided as required?

Are fire extinguishers inspected regularly and marked?

Are the locations of fire extinguishers

marked and easily identified?

Are fire extinguisher locations readily

accessible?

Are all exits marked and accessible?

Are all electrical outlets and switches

covered?

Are electric cords properly placed or covered

to prevent a trip hazard?

Are circuit fuses and circuit breakers clearly

marked?

Are extension cords in good condition?

Are proper extension cords being used in the

correct fashion?

Are work areas clean and maintained in an

orderly condition?

Are floors, aisles, work areas free of

obstruction, slipping, and tripping hazards?

Are tools, equipment and materials properly

stored when not in use?

Are written evacuation and emergency

response procedures in place?

Are staff trained on what to do in the event of

an emergency evacuation?

Are emergency phone numbers posted?

Are stairways lighted sufficiently and clear of

obstruction?

Are handrails available and securely fastened

on stairways?

2

**YES NO LOCATION/COMMENTS/**

**ACTION REQUIRED**

Are workstations lighted sufficiently for the

work being performed?

Are carpeted walkways clear of loose carpet

threads or loose seams?

Are file drawers opened one at a time?

Are file drawers closed immediately after

use?

If personal heaters are in use, are the heaters

rated for an anti-tip automatic shutoff?

Are step ladders or step stools available and

encouraged for use when items are stored

above shoulder level?

Are all chairs and chair casters in good

working order?

Are desks and drawers in good working

order?

Are drawers equipped with a stop to prevent

the drawer from being pulled all the way out?

Are items stored on shelves properly stacked

and weight distributed evenly?

Are recordable accidents and injuries

included on the SAF 200 or equivalent form?

Are there accident reporting and

investigation procedures in place?

Is adequate airflow and ventilation available

to work areas?

Are rubber or plastic floor mats in good

condition and flat on the floor to avoid a

tripping hazard?

Are rubber or plastic floor mats large enough

for the work area to prevent the chair from

rolling off?

Are highly polished floors treated

sufficiently to prevent slips?

Are stairs, lobby entrances, elevator

entrances, cafeteria floors, and restroom

floors specially treated for slip resistant

protection?

Are employees trained on safe and proper

lifting techniques?

Are first aid kits readily available?

Are paper cutter guards in place?

3

**YES NO LOCATION/COMMENTS/**

**ACTION REQUIRED**

Are file cabinets positioned to avoid

being caught in between to objects when

opened?

Are file cabinets, doors, drawers

positioned to avoid opening into an aisle

or walkway?

Are employees trained/warned not to use

chairs to stand on?

Are thermostats working properly?

Do employees block or close ventilation

vents in their work area?

Are there noticeable drafts in the office?

Are often-used office items within easy

reach of the employee while seated at the

workstation?

Are computer monitors positioned or

fitted with an extra screen guard to avoid

glare?

When employees are required to type, is

the keyboard at a height equal to the

employee’s elbow height when their arms

are at rest?

When employees are seated, are the

chairs adjusted such that the employee’s

feet are flat on the floor?