

OFFICE INSPECTION CHECKLIST

The following provides an example of an Inspection Checklist for an Office Work Area. Items for inspection may be added to or deleted from this checklist as deemed appropriate.

CONDITIONS: Satisfactory _____ Unsatisfactory _____

DATE: _____ **INSPECTORS:** _____

		CONDITION	ACTION TAKEN TO RECTIFY
1.	BULLETIN BOARDS AND SIGNS:		
	a. Are they clean and readable?	_____	_____
	b. Is the material changed frequently?	_____	_____
2.	FLOORS:		
	a. Is there loose material, debris, worn carpeting?	_____	_____
	b. Are the floors slippery, oily or wet?	_____	_____
3.	STAIRWAYS AND AISLES:		
	a. Are they clear and unblocked?	_____	_____
	b. Are stairways well lighted?	_____	_____
	c. Are the aisles marked and visible?	_____	_____
4.	EQUIPMENT:		
	a. Are guards, screens and sound-dampening devices in place and effective?	_____	_____
	b. Is the furniture safe?	_____	_____
	- worn or badly designed chairs;	_____	_____
	- sharp edges on desks and cabinets;	_____	_____
	- poor ergonomics (keyboard elevation, chair adjustment)	_____	_____
	- crowding.	_____	_____
5.	EMERGENCY EQUIPMENT:		
	a. Is all fire equipment regularly tested?	_____	_____
	b. Is emergency lighting in place and regularly tested?	_____	_____
6.	AIR HANDLING SYSTEM:		
	a. Does ventilation control smoke and fumes?	_____	_____
7.	DANGEROUS SUBSTANCES:		
	a. Have all dangerous substances been identified?	_____	_____

		CONDITION	ACTION TAKEN TO RECTIFY
n.	Are filing stools or wastebaskets placed where they might create tripping hazards?		
o.	Are file cabinets safe from tipping?		
13.	TRAINING:		
a.	Have new personnel attended the local indoctrination session?		
b.	Have personnel attended WHMIS training sessions?		
c.	Have personnel been instructed in the availability and use of personal protective equipment?		
d.	Do personnel know the emergency procedures for the area where they are working?		
e.	Are five-minute safety talks and/or safety films given on a regular schedule?		