

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?		

- chemical, physical and biological properties;
 - adverse health effects;
 - exposure levels for workers;
 - correct handling methods.

b. Have substitutes been requested?

c. Are dangerous substances properly labelled?

8. SANITATION:

- a. Are washrooms and food preparation areas clean?

9. SECURITY:

- a. Are emergency (evacuation, fire, bomb threat) procedures in place?

10. LIGHTING:

- a. Are lamp reflectors clean?
 - b. Are bulbs missing?
 - c. Are any areas dark?

11. MATERIAL STORAGE:

- a. Are materials neatly and safely piled?
 - b. Are passageways and work areas clear of obstructions?

12. GENERAL:

- a. Are extension cords used extensively?
 - b. Are electrical or telephone cords exposed in areas where employees walk?
 - c. Are machines properly guarded?
 - d. Is electrical wiring properly concealed?
 - e. Does any equipment have sharp metal projections?
 - f. Are wall and ceiling fixtures fastened securely?
 - g. Are paper and waste properly disposed of?
 - h. Are desk and file drawers kept closed when not in use?
 - i. Are office accessories in secure places?
 - j. Are materials stacked on desks or cabinets?
 - k. Are file cabinet drawers over-loaded?
 - l. Are filing stools or wastebaskets placed where they might create tripping hazards?
 - m. Are file cabinets safe from tipping?

- 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?

CONDITION	ACTION TAKEN TO RECTIFY
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