**OFFICE SAFETY INSPECTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Company |  | Date |  |
| Supervisor |  |
| Inspector |  |

**OK** = Good Condition

**NR** = Needs Repair, Replacement, or Review

**NA** = Not Applicable to This Inspection

**General**

**OK** **NR** **NA**

|  |
| --- |
| **Signage***Adequate posters, safety signs, and warnings are posted where needed* |
| **First-Aid***First-aid kit is available and adequately stocked* |
| **Emergencies***Emergency telephone numbers and directions to nearest hospital are posted* |
| **Furniture***All furniture is in good/stable condition and properly adjusted* |
| **Shelves***Shelves are wall mounted, not overloaded, and heavy objects are not stored above 6’* |
| **Housekeeping****Notes** |
| **Walkways***Passageways and walkways are clear* |
| **Waste***Proper and adequate containers are in place* |
| **Lighting***Lighting is adequate in all areas* |
| **Toilets***Toilets are clean and adequate for use* |
|  |
| **Drawers***Desks or file drawers are closed when not in use and only one is used at a time***Hydration***Potable drinking water supply, cups, and waste bin are provided* |
| **Cleanliness***Work areas are tidy and regularly cleaned* |
| **Notes** |

|  |
| --- |
| **Ergonomics****OK** **NR** **NA****Equipment***All office equipment is used correctly* |
| **Workspaces***Employees are properly positioned at their desks and maintain good neutral posture* |
| **Employees***Employees avoid stretching or reaching for objects far away* |
| **Notes** |
| **Doors***Fire doors are not propped open or locked to prevent exit from the building* |
| **Extinguishers***Adequate number and type of fire extinguishers available and accessible* |
| **Evacuation and Fire Prevention****Inspections***Fire extinguisher inspections have been done (monthly/periodically)* |
| **Aisles***All aisles are at least 36” wide* |
|  |
| **Exit Signs***All exits are clearly marked with an ‘exit’ sign that is either internally or externally lit* |
| **Exits***Exit doors and exit pathways are not blocked with supplies or materials* |
|  |
| **Appliances***All personal appliances are compliant with the building’s circuit system***Electrical****Smoking***“No Smoking” signs are posted and enforced***Emergency***Fire alarm is available and working and fire evacuation plan is posted* |
| **Notes** |
| **Cords***All extension cords are in good condition and not frayed* |
| **Cords***Extension cords are not being used as permanent wiring* |
| **Devices***Electrical devices have manager approval* |
| **Notes** |
| **Paper Cutter***The tension on the paper cutter blade has been adjusted to prevent it from free-falling***OK** **NR** **NA** |
| **Ladders***Step stools or ladders are readily available for reaching high places***Chairs***All chairs and their legs are sturdy and safe* |
|  |
| **Tools***All sharp tools such as scissors and razor blades are stored point down* |
| **Miscellaneous****Employees***Employees know and understand to report safety and security concerns to supervisor*  |
|  |
| **Other** |
|  |
|  |
|  |
|  |
|  |
|  |
| **Additional Notes** |
| **=** |
|  |

*The categories and items on this checklist may not be all-inclusive. Consider adding items to this list to cover your work processes more accurately.*

