**OFFICE SAFETY INSPECTION**

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

**OK** = Good Condition

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

**NA** = Not Applicable to This Inspection

**General**

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

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| **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* |
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| **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** |

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| **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* |
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| **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* |
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| **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* |
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| **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* |
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| **Other** |
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| **Additional Notes** |
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*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.*

Logo

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