

OFFICE SAFETY INSPECTION

Company		Date	
Supervisor			
Inspector			

OK = Good Condition

NR = Needs Repair, Replacement, or Review

NA = Not Applicable to This Inspection

		OK	NR	NA
General	Signage <i>Adequate posters, safety signs, and warnings are posted where needed</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	First-Aid <i>First-aid kit is available and adequately stocked</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Emergencies <i>Emergency telephone numbers and directions to nearest hospital are posted</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Furniture <i>All furniture is in good/stable condition and properly adjusted</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shelves <i>Shelves are wall mounted, not overloaded, and heavy objects are not stored above 6'</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Notes			

Housekeeping	Walkways <i>Passageways and walkways are clear</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Waste <i>Proper and adequate containers are in place</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lighting <i>Lighting is adequate in all areas</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Toilets <i>Toilets are clean and adequate for use</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hydration <i>Potable drinking water supply, cups, and waste bin are provided</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Drawers <i>Desks or file drawers are closed when not in use and only one is used at a time</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cleanliness <i>Work areas are tidy and regularly cleaned</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Notes			

		OK	NR	NA
Ergonomics	Equipment <i>All office equipment is used correctly</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workspaces <i>Employees are properly positioned at their desks and maintain good neutral posture</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Employees <i>Employees avoid stretching or reaching for objects far away</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Notes			
Evacuation and Fire Prevention	Doors <i>Fire doors are not propped open or locked to prevent exit from the building</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Extinguishers <i>Adequate number and type of fire extinguishers available and accessible</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Inspections <i>Fire extinguisher inspections have been done (monthly/periodically)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Aisles <i>All aisles are at least 36" wide</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency <i>Fire alarm is available and working and fire evacuation plan is posted</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exit Signs <i>All exits are clearly marked with an 'exit' sign that is either internally or externally lit</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exits <i>Exit doors and exit pathways are not blocked with supplies or materials</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Smoking <i>"No Smoking" signs are posted and enforced</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appliances <i>All personal appliances are compliant with the building's circuit system</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Notes			
Electrical	Cords <i>All extension cords are in good condition and not frayed</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cords <i>Extension cords are not being used as permanent wiring</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Devices <i>Electrical devices have manager approval</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Notes			

		OK	NR	NA
Miscellaneous	Paper Cutter <i>The tension on the paper cutter blade has been adjusted to prevent it from free-falling</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ladders <i>Step stools or ladders are readily available for reaching high places</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Chairs <i>All chairs and their legs are sturdy and safe</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tools <i>All sharp tools such as scissors and razor blades are stored point down</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Employees <i>Employees know and understand to report safety and security concerns to supervisor</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.