



Checklist

Office Inspection

Inspector(s):

Date:

To help ensure your office operates properly, routine office inspections should be conducted regularly.

Work Environment	YES	NO	COMMENTS
Are all work areas clean, sanitary and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there adequate lighting?	<input type="checkbox"/>	<input type="checkbox"/>	
Do noise levels appear high?	<input type="checkbox"/>	<input type="checkbox"/>	
Is ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>	
Are machines around workspaces properly guarded?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there easy access to telephones in case of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the thermostat set to a comfortable temperature?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the office humidity too high or low?	<input type="checkbox"/>	<input type="checkbox"/>	

Walking/Working Surfaces	YES	NO	COMMENTS
Is there loose material, debris or worn carpeting?	<input type="checkbox"/>	<input type="checkbox"/>	
Are aisles free of stored material that may present trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Are tile floors in places like kitchens and lavatories free of water and slippery substances?	<input type="checkbox"/>	<input type="checkbox"/>	
Are carpet and rugs free of tears or trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Are pits and floor openings covered or otherwise guarded?	<input type="checkbox"/>	<input type="checkbox"/>	
Are step ladders provided for reaching overhead storage areas and are materials stored safely?	<input type="checkbox"/>	<input type="checkbox"/>	
Are file drawers kept closed when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	
Are passenger and freight lifts inspected annually and are the inspection certificates available for review on-site?	<input type="checkbox"/>	<input type="checkbox"/>	
Is any furniture unsafe or defective?	<input type="checkbox"/>	<input type="checkbox"/>	
Are objects covering heating and/or air conditioning vents?	<input type="checkbox"/>	<input type="checkbox"/>	

Ergonomics	YES	NO	COMMENTS
Are employees advised of proper lifting techniques?	<input type="checkbox"/>	<input type="checkbox"/>	
Are workstations configured to prevent common ergonomic problems?	<input type="checkbox"/>	<input type="checkbox"/>	
Are chairs stable?	<input type="checkbox"/>	<input type="checkbox"/>	
Is chair height adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	
Are chair arm rests and back supports adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees encouraged to take breaks and stretch after sitting for long periods?	<input type="checkbox"/>	<input type="checkbox"/>	
Are computer monitors adjustable to a proper height?	<input type="checkbox"/>	<input type="checkbox"/>	
Are mechanical aids and equipment such as lifting devices and dollies provided where needed?	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees surveyed annually on their ergonomic concerns?	<input type="checkbox"/>	<input type="checkbox"/>	

Emergency Information Postings	YES	NO	COMMENTS
Are established emergency phone numbers posted where they can be readily found in case of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees trained on emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire evacuation procedures/diagrams posted?	<input type="checkbox"/>	<input type="checkbox"/>	
Is emergency information posted in every area where you store hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	
Is established facility emergency information posted near a telephone?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the HSE Workplace Health and Safety poster and other required postings displayed conspicuously?	<input type="checkbox"/>	<input type="checkbox"/>	
Are adequate first aid supplies available and properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
Are an adequate number of first aid trained personnel available to respond to injuries and illnesses until medical assistance arrives?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a copy of the facility fire prevention and emergency action plan available on site?	<input type="checkbox"/>	<input type="checkbox"/>	
Are safety hazard warning signs/caution signs provided to warn employees of pertinent hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Are Safety Data Sheets (SDS) for hazardous materials readily available?	<input type="checkbox"/>	<input type="checkbox"/>	

Fire Prevention	YES	NO	COMMENTS
Are flammable liquids, such as petrol, kept in approved safety cans and stored in non-flammable cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	
Are portable fire extinguishers distributed properly?	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees trained on the use of portable fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	
Are portable fire extinguishers visually inspected monthly and serviced annually?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the area around portable fire extinguishers free of obstructions and properly labelled?	<input type="checkbox"/>	<input type="checkbox"/>	

Is heat-producing equipment used in a well-ventilated area?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire alarm pull stations clearly marked and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	
Is proper clearance maintained below sprinkler heads?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire and smoke detection systems inspected and serviced regularly?	<input type="checkbox"/>	<input type="checkbox"/>	

Emergency Exits	YES	NO	COMMENTS
Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked 'NOT AN EXIT'?	<input type="checkbox"/>	<input type="checkbox"/>	
Are a sufficient number of exits provided?	<input type="checkbox"/>	<input type="checkbox"/>	
Are exits kept free of obstructions or locking devices which could impede immediate escape?	<input type="checkbox"/>	<input type="checkbox"/>	
Are exits properly marked and illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the directions to exits, when not immediately apparent, marked with visible signs?	<input type="checkbox"/>	<input type="checkbox"/>	
Can emergency exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?	<input type="checkbox"/>	<input type="checkbox"/>	
Are exits arranged such that it is not possible to travel towards a fire hazard when exiting the facility?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a clear policy for evacuating the building during a fire?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all employees trained on how to evacuate the building quickly in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	

Electrical Systems	YES	NO	COMMENTS
Are all cable connections intact and secure?	<input type="checkbox"/>	<input type="checkbox"/>	
Are electrical sockets free of overloads?	<input type="checkbox"/>	<input type="checkbox"/>	
Is fixed wiring used instead of flexible extension cables?	<input type="checkbox"/>	<input type="checkbox"/>	
Are high-voltage electrical service rooms kept locked?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the area around electrical panels and breakers free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	
Are electrical cables routed such that they are free of sharp objects and clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all electrical cables earthed?	<input type="checkbox"/>	<input type="checkbox"/>	
Are electrical cables in good condition, such as free of splices and frays?	<input type="checkbox"/>	<input type="checkbox"/>	
Are space heaters located away from combustibles and properly ventilated?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all electrical raceways and enclosures in electrical rooms securely fastened?	<input type="checkbox"/>	<input type="checkbox"/>	
Are clamps or other securing devices provided on flexible cables, and is the cable jacket securely held in place?	<input type="checkbox"/>	<input type="checkbox"/>	
Is all electrical equipment inspected regularly?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a maximum of one power strip used per socket?	<input type="checkbox"/>	<input type="checkbox"/>	

Material Storage	YES	NO	COMMENTS
Are storage racks and shelves capable of supporting the intended load safely?	<input type="checkbox"/>	<input type="checkbox"/>	
Are storage racks secured from falling?	<input type="checkbox"/>	<input type="checkbox"/>	
Is office equipment stored in a stable manner, not capable of falling?	<input type="checkbox"/>	<input type="checkbox"/>	
Are heavier objects stored as low to the ground as possible?	<input type="checkbox"/>	<input type="checkbox"/>	
Are lifting devices readily available to reach items placed up high?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there sufficient storage space at each workstation?	<input type="checkbox"/>	<input type="checkbox"/>	
Is all storage kept out of walkways?	<input type="checkbox"/>	<input type="checkbox"/>	

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