

Sample Office Area Health and Safety Inspection Checklist

Work Environment Safety

□	Description	Corrective Action Needed	Date
	Employees work areas are adequately illuminated.		
	Employees are not engaged in ergonomic hazards, e.g. awkward posture, prolonged repetitive motion, contact stress, etc.		
	Employees work areas are clean, orderly and don't present a hazard		
	Employees are not engaged in unsafe acts, e.g. using chairs as stepstools, using multiple extension cords, etc.		

Walking Surfaces

	Aisles correctly established and clear		
	No tripping hazards in evidence		
	Floors dry - not slippery		
	Cords not stretched across aisles or under carpets		
	Entrance mats available and used in wet weather		
	Carpet is secure and free of tears, lumps or loose pieces		

Stairways, Aisles, Storage Rooms, Halls, Emergency Exits, Fire Extinguishers

	Adequate lighting in stairways, aisles and storage rooms		
	Stairways clear - not cluttered		
	Stair treads in good condition		
	Handrails installed and in good condition		
	Halls kept clear of equipment and supplies		
	Emergency exit doors clearly marked and accessible		
	Fire extinguishers accessible and fully charged		

Bookcases, Shelves, Cabinets

	Bookcases and shelves not overloaded		
	Heavy storage shelves secured to wall		
	File drawers closed when not in use		
	Bookcases and cabinets secured against tipping		

Electrical Safety, Chairs, Chemical Products, Step Stools, Ladders, Air Movement

	Electrical outlets not overloaded		
	Equipment properly grounded (3 pronged plugs)		
	Electrical cords and plugs in good condition		
	Extension cords not substituted for permanent wiring		
	Chairs in good mechanical condition (springs/casters)		
	Chemical products properly used, stored and labeled		
	Paper cutter equipped with guard/ blade spring functioning		
	Safe step stools and ladders properly used when needed		
	Paper shredder guarded		
	Unobstructed air movement and vents		