



## SAFETY INSPECTION CHECKLIST FOR OFFICES

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Location: \_\_\_\_\_ Inspected By: \_\_\_\_\_

<b>Bulletin Boards and Signs</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are they clean and readable?			
Is the material changed frequently?			
<b>Floors</b>			
Are the floors clean, dry and free of any loose material, debris or worn carpeting?			
<b>Stairways and Aisles</b>			
Are they clear and unblocked?			
Are stairways well lighted?			
Are the aisles marked and visible?			
<b>Equipment</b>			
Are guards, screens and sound-dampening devices in place and effective?			
Is the furniture safe? i) No worn or badly designed chairs/loose casters on chairs ii) No sharp edges on desks and cabinets iii) No poor ergonomics (keyboard elevation, chair adjustment) iv) No crowding			
Are the ladders safe, well maintained and properly affixed?			
<b>Emergency Equipment</b>			
Are all fire extinguishers being regularly inspected?			
Is fire control equipment appropriate for the type of fire it must control?			
Is emergency lighting in place and regularly tested?			
<b>Building</b>			
Do buildings conform to standards with respect to use, occupancy, building services and plumbing facilities?			
Are all emergency exits clearly marked, visible and unobstructed?			
Is there appropriate amount of storage space for materials?			
Are materials stored safely?			

Are the following structures built to ensure safety? i) swinging doors ii) floors and wall opening iii) ladders, stairways and ramps			
<b>Air Handling System</b>			
Does air exchange rate meet standard requirements?			
Is humidity at a standard level?			
Does ventilation control smoke and fumes?			
<b>WHMIS</b>			
Have all personnel received WHMIS training?			
Are all hazardous materials labeled according to the WHMIS Regulations?			
Is there a current inventory of all hazardous substances in the lab?			
Do personnel know where to find current (<3 years) MSDS for the materials being used?			
<b>Sanitation</b>			
Are washrooms and food preparation areas clean?			
Are the following provided adequately? i) toilets ii) showers iii) potable water iv) clothing storage v) change rooms vi) field accommodations vii) lunchrooms			
Are measures in place to prevent the spread of disease?			
<b>Security</b>			
Do entry and exit procedures provide workers personal security at night?			
Are emergency (evacuation, fire, bomb threat) procedures in place?			
<b>Lighting</b>			
Are lamp reflectors clean?			
Are all areas properly lit?			
Are bulbs replaced as soon as they burn out?			
<b>Material Storage</b>			
Are materials neatly and safely piled?			
Are passageways and work areas clear of obstructions?			
<b>General</b>			
Are power bars in place for multi-equipment use?			
Are walkways free of electrical cords and telephone cords?			
Are machines properly guarded?			
Is electrical wiring properly concealed?			
Is all equipment free of sharp metal projections?			
Are wall and ceiling fixtures fastened securely?			

Are paper and waste properly disposed of?			
Are desk and file drawers kept closed when not in use?			
Are office accessories in secure places?			
Are materials stacked on desks or cabinets?			
Are file cabinet drawers overloaded?			
Are filing stools or wastebaskets placed where they might be tripping hazards?			

<b>ADDITIONAL OBSERVATIONS</b>
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