

Office Hazard Inspection

Location:	
Person/s completing Checklist:	Date:

Fire Safety and Emergency Response	Action if Required (✓ if no action)
Safety rules, emergency information and evacuation routes are prominently displayed.	
The alarm can be heard in this area (when applicable).	
Doorways, walkways and evacuation exits are kept clear.	
External exit doors can be opened from the inside without a key and emergency fire exits are signed.	
Fire control equipment is easily accessible, signed, regularly tested and of the appropriate type.	
Emergency lighting is available if necessary.	
An approved first aid kit is readily available and stocked appropriately.	

Management Procedures	Action if Required
Staff understand how to adjust their workstation in order to minimise postural discomfort.	

Buildings	Action if Required
The area is clean and tidy.	
There is sufficient space for each person to perform their work safely.	
Floor surfaces are maintained in a safe condition and suitable for the type of activities conducted.	
Walls, ceilings and roofs safe and in good condition.	
Steps/stairs/ramps are in a safe condition with handrails where needed.	
Doors, windows, locks and latches are in good condition and working order.	
There is adequate ventilation.	
There is adequate lighting to work comfortably.	
Furniture, Fixtures and Fittings	Action if Required
Portable heaters are used in accordance to manufacturers specifications.	
Light fittings/fixtures are CSA/UL approved and have correct wattage bulbs.	
Hanging displays are not hazardous.	

Storage	Action if Required
Flammable material is stored and handled in a safe manner.	
Required resources and equipment are stored safely.	

Free standing shelves/cupboards are secured to ensure stability.	
Waste containers are readily available and are labeled appropriately where necessary.	

Hazardous Substances	Action if Required
Current (within 5 years) material safety data sheets are readily available for hazardous substances.	
Hazardous substances are stored and labeled appropriately.	

Electrical	Action if Required
Electrical equipment is in good condition.	
Electrical cables/cords are kept clear of walkways etc.	
All electrical panels have one meter of unobstructed space.	
All new power boards purchased will have an overload switch.	

Washrooms	Action if Required
Facilities clean and in good condition.	
Items are available to maintain appropriate levels of hygiene.	

General	Action if Required
Other hazards such as sharps, glare, noise, fumes or vermin have been identified.	
Hand washing facilities are available.	
All gas pipes are clearly labeled.	
Isolation valves are readily accessible and clearly labeled.	
Other Issues	Action if Required