

Office – Workplace Inspection Checklist

Date:		Inspected By:	
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JHSC Inspection

Management Inspection

OFFICE SAFETY CHECKLIST		YES	NO	N/A
1.	Are floor surfaces clean, dry and free from debris?			
2.	Are carpets well secured and free from worn or frayed spots?			
3.	If floor mats are used, are they causing a trip hazard?			
4.	Are aisles and doorways free of objects to permit unobstructed visibility and/or exit?			
5.	Are stairways clear and unblocked?			
6.	Are emergency exits marked and free from obstructions?			
7.	Is there a Fire Safety Evacuation Map posted?			
8.	Are power bars surge protected and, if used, connected directly to main receptacle and in good repair? Multi use electrical plug outlets must also be surge protected.			
9.	Are phone lines, electrical cords and extension cords secured under desks or along baseboards?			
10.	Are extension cords in good repair?			
11.	Are electrical outlets not overloaded? (i.e. use of multi plug outlets)			
12.	Are keyboards and monitors placed directly in front of the operator?			
13.	Are keyboard trays adjustable?			
14.	Are desk computers or laptops positioned to prevent awkward postures?			
15.	Are chairs adjustable, both in height and back and on 5-point rolling castors?			
16.	Do chairs have sturdy rungs and legs?			
17.	Are heavy items (i.e. paper) stored on lower and middle shelves of cabinets?			
18.	Are storage shelves overloaded?			
19.	Is there a step-stool or ladder available to reach the top shelves?			
20.	Are filing cabinet doors closed?			
21.	Are chemicals labeled?			
22.	Do paper cutters have guards in place and is the torsion spring adjusted to hold blade up when released?			
23.	Are fire extinguishers inspected once a month?			
24.	Are emergency exit lights located at fire exit doors?			
25.	Are all ceiling lighting fixtures in working order? No burned out bulbs?			
26.	Does any equipment have sharp edges or projections?			
27.	Are paper recycling or wastebaskets placed where they cannot create a tripping hazard?			
28.	Are washrooms acceptable or clean?			
29.	Is the lunchroom clean and orderly?			
30.	Is the defibrillator flashing a green light indicating the battery unit is charged?			
31.	First aid kit must have the following item posted: • First Aid Certified Employee Lists			
32.	Does the Safety Board have the following minimum items posted? • Occupational Health and Safety Act including the Industrial Regulations • Health and Safety Policy • Violence and Harassment Policy • JHSC minutes and monthly inspections • JHSC member names • Health and Safety at work “Prevention Starts Here” • Form 82 – In case of injury poster – POSTED ON BULLETIN BOARD • First aid Regulation (1101) – POSTED ON BULLETIN BOARD			

Please provide a description below for any items where “No” has been indicated.

Item Number	Risk Level (H)igh (M)edium(L)ow	Repeat Item Yes, No	Identified Hazard & Recommended Action	Assigned Individual	Action Taken	Completion Date

Supervisor: _____

Date: _____

Inspector: _____

Date: _____