Sample Office/Workplace Safety Inspection Checklist

Location:	Building:	Person Conducting Inspection

Deficiency Noted	Location	Corrected		Date Corrected or Reason Not Corrected
		Yes	No	
Section I: Walking/Working Surfaces				
a. Slippery or uneven surfaces				
b. Torn or loose floor covering, loose objects on walking surface, or protruding floor outlets.				
c. Floor is rough, splintered or has protrusions.				
d. Spilled liquids, (water, coffee, oil, etc.)				
e. Illumination inadequate, glare, etc.				
f. Stair tread defective or missing, stairs unequal in height or width.				
g. Handrails missing or improperly positioned.				
h. Throw rugs with non-slip rubber backing not used.				
Section II: Overhead Hazards				
a. Unsecured, unstable file cabinets, bookcases, shelves.				
b. Overhead building conditions, ceiling fixture fans, etc.				
c. Posted floor load capacity exceeded.				
d. Materials or objects on cabinets or window sills present poor housekeeping and improper storage.				
Section III: Means of Egress				
a. At least two means of egress from the building are not available.				
b. Exits not clearly marked, or emergency lights defective.				
c. Access doors blocked, path of escape too narrow, aisles <28".				
d. No dead-end corridor >50', maximum travel distance or path to exit 200' (without sprinkler system) or 250' (with sprinkler system).				
e. Furniture or other objects placed or stored blocking escape route.				
Section IV: Furniture and Equipment				
a. Unguarded machines or moving parts.				
b. Defective wiring, switches, extension cords, etc., exposed energized electrical parts.				
c. Furniture or equipment unsafe or defective (sharp edges, burrs, etc.); chair needs adjustment.				

d. Broken or chipped glass/plastic.				
e. Unauthorized electrical equipment, hot plates, heaters, fans, extension cords, etc.				
f. Ladders or step stools unsafe or unavailable.				
g. Liquids stored in or around electrical equipment.				
h. Electrical panel doors blocked.				
i. Electrical panels doors not properly closed or secured.				
j. Filing cabinets not properly utilized (second drawer of four-drawer cabinets filled first) and materials not evenly distributed.				
k. Bookcases taller than 64" not secured/anchored to the wall.				
l. Paper cutters/guillotines improperly guarded and/or not secured when not in use.				
Section V: Fire Prevention				
a. Fire alarm system not tested or annual fire drills not completed.				
b. Inadequate storage of flammables, chemicals, and waste.				
c. Smoke detectors not installed, operational, and/or improperly tested.				
d. Poor housekeeping.				
e. Fire extinguishers are not the proper type, not conspicuously located, not readily accessible, improperly mounted, not visually inspected monthly, or no maintenance check performed annually.				
f.. Evidence of smoking in "NO SMOKING" area or within 50' of common entrance/exit way.				
Section VI: Industrial Hygiene				
a. Sanitary facilities not maintained.				
b. Reports of hazardous fumes, vapors, asbestos, or poor ventilation.				
Section VIII: Other				
a. Pre-accident and Emergency Response Plan out of date.				
b. First aid kit not available and/or accessible.				
c. Air vents unclean and/or obstructed .				
d. Thermostats unclean and/or obstructed.				
e. Radiators (steam heating systems) unclean and/or improperly functioning.				
f. Evidence of pests observed.				

g. Trash and/or recycle containers not emptied.				
h. Safety training not conducted and/or documented.				

Remarks

Inspector's Name:	Position, Title	Overall Rating: