


WORKPLACE INSPECTION CHECKLIST FOR OFFICE ENVIRONMENTS

	Standard OHS Workplace Inspection Checklist	
	Review Date:	Next Review:

Inspection Site:	
Inspection Team:	Contacts:

Walking Surfaces	Fire Prevention	
Walkways free of obstacles	Extinguishers available and accessible	
Cords anchored or covered	Extinguishers/hose cabinets dated monthly	
Floor coverings in good condition	Pull stations accessible	
No slip/trip hazards present	Electric cords/outlets in good condition	
Warnings posted when floors are wet	Electrical outlets not overloaded	
	Fire exits clear of obstruction	
Furniture/Office Equipment	Fire door closed	
In good mechanical condition	Fire exit signs lit	
Properly assembled		
Properly adjusted	Security	
Secure from tipping	Visitors have safety rules	
Free from sharp edges/corners		
Dangerous parts properly guarded	First Aid	
Emergency switches accessible (Only access to Fire Extinguishers checked)	First aid kit available at First Aid Station in main photocopy room	
Preventative maintenance program established for equipment & tools	First aid kit checked monthly	
Loose clothing/jewelry/ID badges secured	WSIB poster 82 beside kit	
Appropriate for work being done	Certificates of first aiders current & posted	
Defective equipment properly identified		
Unnecessary items removed		
Employees instructed on safe/proper use	Protective Clothing/Equipment	

Electrical cords at workstation secured		Equipment/clothing provided where required (Including safety kits and cellular phones)	
Bookcase/Shelves/Cabinets		Equipment/clothing used where required	
Secured from tipping		Equipment/clothing in good condition	
In good condition		Employees trained in usage	
Drawers/doors closed when not in use		Are areas appropriately signed	
One drawer of filing cabinet open at a time		Do employees have/wear proper PPE when they visit other workplaces	
Material safely stored/stacked/piled			
Heavier or commonly accessed items between knuckle and shoulder height		Posted information	
Step stools available, if required		OH&S Act and Regulations OH&S Policy	
		Floor warden/ first aider name	
Environment		Joint Health and Safety Committee meeting minutes	
Light levels adequate		Early & Safe return to work program	
Air quality adequate			
Temperature and humidity adequate		Training	
People dressed appropriately for season		Employees aware of emergency procedures	
Air/temperature units unobstructed		Employees aware of security procedures	
Noise levels appropriate		Employees provided information and instruction to protect their Health and Safety	
Hazardous materials properly labeled		Staff Training up-to-date	
Hazardous materials properly stored			
Unexpired Material Safety Data Sheets are available		Procedures	
Housekeeping satisfactory		Proper use of ergonomic equipment	
No construction hazards present		Procedures for manual materials handling in/around inspection area	
Disabled		Other Unsafe Acts/Conditions	
Required accommodations provided		Contacting infractions (e.g. safe use of ladder)	
Accommodations provided are functional		Randomly ask employees about “near misses”	

Inspector's Signature _____

Date _____

Sent to:

- Worker
- Supervisor/Manager
- Dean or Chair
- JOHSC
- Other

