

Office Area Health and Safety Inspection Checklist

Walking Surfaces

	Description		Corrective Action	Date
	Office area clear / uncluttered			
	No tripping hazards in evidence			
	Cords not stretched across aisles or under carpets			
	Entrance mats available and used in wet weather			
	Carpet is secure and free of tears, lumps or loose pieces			

Halls, Emergency Exits, Fire Extinguishers

	Description		Corrective Action	Date
	Adequate lighting in rooms			
	Halls kept clear of equipment and supplies			
	Emergency exit doors clearly marked and accessible			
	Fire extinguishers accessible and fully charged			

Bookcases, Shelves, Cabinets

	Description		Corrective Action	Date
	Bookcases and shelves not overloaded			
	Heavy storage shelves secured to wall			
	File drawers closed when not in use			
	Bookcases and cabinets secured against tipping			

Electrical Safety, Chairs, Air Movement

	Description		Corrective Action	Date
	Electrical outlets not overloaded			
	Equipment properly grounded			
	Electrical cords and plugs in good condition			
	Extension cords not substituted for permanent wiring			
	Chairs in good mechanical condition			
	Paper shredder guarded			
	Unobstructed air movement and vents			

Inspected by: _____

Date: _____

Satisfactory
 Needs Improvement

May 11, 2020