



OFFICE INSPECTION CHECKLIST

FACULTY / DEPARTMENT INFORMATION

Date: _____

Building: _____ Department: _____ Location: _____

INSPECTED BY

Supervisor: _____ OHS Management Rep: _____ Employee HSR: _____
NAME SIGNATURE NAME SIGNATURE NAME SIGNATURE

ELEMENT	Y	N	N/A	COMMENTS/HAZARDS	PERSON RESPONSIBLE	DATE BY:
1 LAYOUT						
1.1 Area is tidy and well kept						
1.2 Adequate storage area provided						
1.3 Floor is free of obstructions						
1.4 Floor coverings in good condition						
2 ENVIRONMENT						
2.1 Temperature is comfortable						
2.2 Lighting is adequate						
2.3 Lighting covers and fittings are secure						
2.4 Area is free from odours						
2.5 Noise level is acceptable/adequately controlled						
2.6 Ventilation is adequate						
3 EMERGENCY PROCEDURES						
3.1 Written procedures posted						
3.2 Fire Extinguisher easily accessible						
3.3 Tag on extinguisher has been checked in the last 6 months						
3.4 Visitor Emergency Guides are available (where required)						
3.5 Alarm can be heard in the area						
3.6 Escape routes are clear						
3.7 Emergency and hazard signage is clearly visible						
4 FIRST AID FACILITIES						
4.1 Kits accessible within 5 minutes						



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ELEMENT	Y	N	N/A	COMMENTS/HAZARDS	PERSON RESPONSIBLE	DATE BY:
4.2 Kits are stocked and contents are in-date						
4.3 Names and contacts of first aiders displayed						
5 GENERAL FACILITIES						
5.1 Washing facilities are clean and functional						
5.2 Lockers or equivalent available for staff						
5.3 Area is clean						
5.4 Chemicals are labeled						
5.5 EHS posters and information is displayed						
6 MANUAL HANDLING						
6.1 Frequently used items are within easy access between knee and shoulder						
6.2 Heavy items stored at waist height						
6.3 Stepladders or safe steps available to access items stored on high shelves						
6.4 Trolleys are available for heavy items and loads						
7 ENVIRONMENTAL ISSUES						
7.1 Recycling posters and information displayed						
7.2 Paper, Toner and Commingle recycling bins are provided						
7.3 Notice to encourage double sided photocopying and printing is displayed						
8 ELECTRICAL SAFETY						
8.1 Portable equipment has current test tags.						
8.2 Power leads in good condition						
8.3 Power leads are off the floor or placed away from walkways						
8.4 Power boards used (not double adaptors)						
8.5 Faulty equipment is tagged out						

