## OFFICE HEALTH AND SAFETY CHECKLIST

| Location: | Inspection Date: |
| --- | --- |
| Inspected by: | Time: |

| **Description** | **S - Satisfactory** | **N -**  **Not Satisfactory** | **N/A** | **Hazard Class** | **Corrective Action Required** | **By Whom?** | **Date Action Completed** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **General** | | | | | | | |
| Walkways, corridors, hallways and stairs clear and unobstructed |  |  |  |  |  |  |  |
| Walking surfaces free of tripping, slipping and falling hazards (e.g., loose materials, worn carpeting) |  |  |  |  |  |  |  |
| Handrails, handholds are in place |  |  |  |  |  |  |  |
| Aisles are marked and visible |  |  |  |  |  |  |  |
| All areas are adequately lighted; no dark areas. |  |  |  |  |  |  |  |
| Lighting levels are suitable, light covers/shades secured |  |  |  |  |  |  |  |
| Shelving is securely braced; material is neatly stacked and will not fall or tip; no overreaching will occur |  |  |  |  |  |  |  |
| Items stored on shelving, heavier materials are placed on the lower sections of shelving unit |  |  |  |  |  |  |  |
| Step ladders or stools are provided to allow reach of materials on higher shelves |  |  |  |  |  |  |  |
| Storage shelves are not overloaded, not carrying beyond their capacity rate |  |  |  |  |  |  |  |
| Shelves are securely fastened to the wall when necessary |  |  |  |  |  |  |  |
| Office environment is tidy and free of clutter, no flammable or combustible hazards |  |  |  |  |  |  |  |
| Furniture intact and in safe condition. Desks, counters, filing cabinets – no sharp edges or projecting that is unsafe |  |  |  |  |  |  |  |
| Guards, screens, and sound-dampening devices are in place and effective |  |  |  |  |  |  |  |
| Parking lot clear of debris, sidewalks and walking surfaces in good repair |  |  |  |  |  |  |  |
| Bulletin boards and signs are clean and readable, do not interfere with people walking hy, and their materials are changed frequently |  |  |  |  |  |  |  |
| Washrooms and food preparation areas are clean |  |  |  |  |  |  |  |
| The following are provided adequately: toilets, showers, potable (drinkable) water, clothing storage, change rooms, field accommodations, lunchrooms |  |  |  |  |  |  |  |
| Office spaces are free of extensive use of extension cords |  |  |  |  |  |  |  |
| Electrical or telephone cords are not exposed to avoid risk of employees becoming entangled |  |  |  |  |  |  |  |
| Electrical wirings are properly installed |  |  |  |  |  |  |  |
| Machines are properly guarded |  |  |  |  |  |  |  |
| Wall and ceiling fixtures are fastened securely |  |  |  |  |  |  |  |
| Paper and waste are properly disposed of |  |  |  |  |  |  |  |
| Desk and file drawers are kept closed when not in use |  |  |  |  |  |  |  |
| Office accessories are stored appropriately |  |  |  |  |  |  |  |
| Materials are stacked on desks or cabinets |  |  |  |  |  |  |  |
| **WHMIS** | | | | | | | |
| SDS are available, easily accessible and up to date |  |  |  |  |  |  |  |
| Workplace Labeling is used |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Emergency Preparedness/Fire Safety** | | | | | | | |
| Exit routes clearly marked and unobstructed |  |  |  |  |  |  |  |
| Aisles are clear and unobstructed |  |  |  |  |  |  |  |
| Exit lights are operational and clearly visible on exit routes |  |  |  |  |  |  |  |
| Fire extinguisher(s) tagged, inspected (i.e. monthly), and easily accessible |  |  |  |  |  |  |  |
| First Aid Kit available and names posted of those certified in Standard First Aid |  |  |  |  |  |  |  |
| First Aid log sheets available, WSIB First Aid Regulation (1101) |  |  |  |  |  |  |  |
| Emergency evacuation/fire plan is posted on exit routes |  |  |  |  |  |  |  |
| **Posted Information (as per section 13.1)** | | | | | | | |
| Health and Safety Policy |  |  |  |  |  |  |  |
| Workplace Violence Policy |  |  |  |  |  |  |  |
| Occupational Health and Safety Act and Regulations (Current) |  |  |  |  |  |  |  |
| ESA “Employment Standards in Ontario” poster |  |  |  |  |  |  |  |
| WSIB Form 82 “In Case of Injury” poster |  |  |  |  |  |  |  |
| Ministry of Labour explanatory material – Guide to OHSA, Guide to WHMIS, Guide to Worker Safety Rep/JHSC, “Prevention Starts Here” poster |  |  |  |  |  |  |  |
| Reports – Meeting minutes, Ministry of Labour, Injury/Incident summary, Workplace inspections |  |  |  |  |  |  |  |
| Emergency Services and numbers and directions to hospital |  |  |  |  |  |  |  |
| Emergency Response Plan |  |  |  |  |  |  |  |
| Names and contact information of Worker safety Rep(s)JHSC Members- |  |  |  |  |  |  |  |
| **Electrical Safety** | | | | | | | |
| Electrical equipment, power cords/plugs, no evidence of cuts, fraying or other damage |  |  |  |  |  |  |  |
| Limited extension cords, with no frays/cuts |  |  |  |  |  |  |  |
| Electrical outlets, light switches are safe |  |  |  |  |  |  |  |
| **Air Handling System** | | | | | | | |
| Air exchange rate meets standard requirements |  |  |  |  |  |  |  |
| The system is free of sources of contamination (e.g., asbestos, microorganisms, dust, fumes) |  |  |  |  |  |  |  |
| Humidity is within recommended range |  |  |  |  |  |  |  |
| **Ergonomics** | | | | | | | |
| Computer monitor positioned properly |  |  |  |  |  |  |  |
| Adjustable keyboard tray/document holder |  |  |  |  |  |  |  |
| Chair is adjusted to fit the worker at the computer |  |  |  |  |  |  |  |
| Material stored in cabinets/counters are in place to avoid overreaching |  |  |  |  |  |  |  |
| Manual handling techniques are practiced (i.e. dolly/cart used, reducing the load when lifting) |  |  |  |  |  |  |  |
| Office equipment/tools used frequently are within range to avoid overreaching |  |  |  |  |  |  |  |