OFFICE HEALTH AND SAFETY CHECKLIST

**Employers**: this is a general sample checklist; customise it based on your company’s design and needs. Keep them in your H/S file.

Source: CCOHS

| **Inspector(s):** | **Date:** |
| --- | --- |
|   | (O) Satisfactory(X) Requires Action |
| Location | Condition | Comments |
| **Bulletin Boards and Signs** |
| Are they clean and readable? |   |   |   |
| Is the material changed frequently? |   |   |   |
| Do items interfere with people walking by? |   |   |   |
| **Floors** |
| Is there loose material, debris, worn carpeting? |   |   |   |
| Are the floors slippery, oily or wet? |   |   |   |
| **Stairways and Aisles** |
| Are they clear and unblocked? |   |   |   |
| Are stairways well lighted? |   |   |   |
| Are handrails, handholds in place? |   |   |   |
| Are the aisles marked and visible? |   |   |   |
| **Equipment** |
| Are guards, screens and sound-dampening devices in place and effective? |   |   |   |
| Is the furniture in good repair and safe to use? Look for: |   |   |   |
| - chairs that are in poor repair |   |   |   |
| - sharp edges on desks and cabinets |   |   |   |
| - poor ergonomics (keyboard elevation, chair adjustment, desk height) |   |   |   |
| - crowding |   |   |   |
| Are ladders well maintained and safe to use? |   |   |   |
| **Emergency Equipment** |
| Is all fire control equipment regularly tested and certified? |   |   |   |
| Is fire control equipment appropriate for the type of fire it must control? |   |   |   |
| Is emergency lighting in place and regularly tested? |   |   |   |
| **Building** |
| Do buildings conform to standards with respect to use, occupancy, building services, and plumbing facilities? |   |   |   |
| Check the following structures to ensure safety: |   |   |   |
| - swinging doors |   |   |   |
| - floor and wall openings |   |   |   |
| - ladders, stairways and ramps |   |   |   |
| - guardrails |   |   |   |
| Are materials stored safely? |   |   |   |
| **Air Handling System** |
| Does air exchange rate meet standard requirements? |   |   |   |
| Is the system free of sources of contamination (e.g., asbestos, microorganisms, dust, fumes)? |   |   |   |
| Is humidity within the recommended range? |   |   |   |
| **Hazardous Products** |
| Are there any hazardous products (e.g., products regulated by WHMIS)? |   |   |   |
| - If yes, are the products properly labelled? |   |   |   |
| - If yes, is there a corresponding safety data sheet (SDS) for each product? |   |   |   |
| - If yes, are workers trained in how to work with or near these products safely? |   |   |   |
| **Sanitation** |
| Are washrooms and food preparation areas clean? |   |   |   |
| Are the following provided adequately? |   |   |   |
| - toilets |   |   |   |
| - showers |   |   |   |
| - potable (drinkable) water |   |   |   |
| - clothing storage |   |   |   |
| - change rooms |   |   |   |
| - field accommodations |   |   |   |
| - lunchrooms |   |   |   |
| Are measures in place to prevent the spread of disease? |   |   |   |
| **Security** |
| Do entry and exit procedures provide workers personal security at night? |   |   |   |
| Are emergency (evacuation, fire, bomb threat, hostile person) procedures in place? |   |   |   |
| **Lighting** |
| Are lamp reflectors clean? |   |   |   |
| Are bulbs missing? |   |   |   |
| Are any areas dark? |   |   |   |
| **Material Storage** |
| Are materials neatly and safely piled? |   |   |   |
| Are there step ladders or stools to get to materials on higher shelves? |   |   |   |
| Are storage shelves overloaded or beyond their rated capacity? |   |   |   |
| Are large and heavy objects stored on lower shelves? |   |   |   |
| Are passageways and work areas clear of obstructions? |   |   |   |
| **General** |
| Are extension cords used extensively? (if so, consider installing permanent wiring) |   |   |   |
| Are electrical or telephone cords exposed in areas where employees may become entangled? |   |   |   |
| Is electrical wiring properly installed? |   |   |   |
| Are machines properly guarded? |   |   |   |
| Does any equipment have sharp metal projections? |   |   |   |
| Are wall and ceiling fixtures fastened securely? |   |   |   |
| Are paper and waste properly disposed of? |   |   |   |
| Are desk and file drawers kept closed when not in use? |   |   |   |
| Are office accessories stored appropriately? |   |   |   |
| Are materials stacked on desks or cabinets? |   |   |   |
| Are file cabinet drawers overloaded? |   |   |   |
| Are file cabinets loaded with the heaviest items in the bottom drawers? |   |   |   |
| Are shelves securely fastened to the wall when necessary? |   |   |   |
| Are filing stools or wastebaskets placed where they might be tripping hazards? |   |   |   |