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? |  |  |  |