

# OFFICE INSPECTION CHECKLIST

The following checklist can be used to conduct a quick workplace inspection to identify any potential hazards.

Production / Department:	Location Address:
Name of Assessor:	Supervisor:
Signature:	Date Checklist Completed:

Check each item indicating that you've considered the item and have taken appropriate steps to comply, if applicable. If action required, give brief description.

Considered <input checked="" type="checkbox"/> or N/A	Inspection Item	Action Required
	Hard copies of the Injury & Illness Prevention program is readily available on-site.	
	Required regulatory postings are placed in a common area.	
	Emergency numbers are posted including the studio safety hotline.	
	Fire extinguishers are fully charged and clear of obstructions.	
	Aisles, doorways and exits are free from obstructions to allow prompt egress.	
	All exits are clearly marked with adequate lighting.	
	A safe refuge area has been designated (meeting place after evacuation), reviewed by all employees and posted (with a map).	
	Electrical appliances and equipment are in good condition and properly grounded.	
	A sufficient number of outlets are available to prevent overloading of circuits.	
	File cabinets are arranged so that drawers, when open, will not block aisles.	
	Furniture free from sharp edges, points, and splinters.	
	Office is equipped with a step stool or ladder to safely reach overhead objects.	
	Copy machines placed in well-ventilated rooms.	
	Cleaning supplies are labeled and properly stored.	
	Hard floor surfaces are clean, dry, level and in good condition.	
	Carpets are well secured to the floor and free of worn or frayed seams.	
	Break/kitchen areas are clean and all snack food is in manufacturer-sealed packaging.	