

Office Safety Checklist

This should be conducted every 2 months for common office areas, by designated individual.

Area Inspected: _____

Conducted by: _____

Date: _____

Safety Notice Board

- Clean and contains up to date material.
- Displayed information includes; safety policy, safety team and emergency contacts, evacuation plan.

Safety Equipment

- Fire extinguishers or hose reels mounted, sign-posted and not obstructed?
- All emergency exit routes clear and doors clearly identified *e.g. illuminated EXIT signs working*
- First aid kit(s) provided, stocked & sign-posting clear.
- All signage in the area in good condition (legible and not faded or damaged)

Housekeeping

- All passageways, corridors and walkways clear of tripping hazards/ obstructions (*bins, boxes etc*)
- Floor surface level & smooth *e.g. no tripping hazards like leads, mat edges.*
- Work areas clean & tidy *e.g. no excessive waste or unnecessary items stored around desks.*
- Food only prepared and consumed in designated areas
- Files or boxes stored correctly *e.g. not under desks where they might affect leg room & posture*
- Any portable steps or ladders in good condition, secure and stable
- Any stairs or steps in work area in good condition, and free from obstruction.
- Bins emptied regularly to prevent overflowing
- Any obsolete equipment removed to appropriate storage area or disposed of
- All toilets, kitchen & facilities clean & tidy

Work Environment

- Lights clean and in good order & not broken or flickering – 9/10 working.
- Flooring; change in surface defined and free from trip hazard (variation >10mm)
- Any loose electrical items in good condition? *e.g. no frayed leads or broken plugs, sockets or switches*
- Air conditioners, heaters or fans working properly *e.g. reasonably comfortable work area*
- Storage shelves not overloaded *e.g. not bent or buckled*
- Any trolleys stored away when not in use
- Any Dangerous Goods and Hazardous Substances stored correctly in labelled containers & MSDS's available *e.g. cleaning products*

Electrical

- Power boards; all spare sockets – not in use – have safety plug inserted, no-piggy backing of power boards and no double adaptors in use.
- Electrical cables; asks staff to check their laptop and other portable cables for signs of damage – no frayed cords, separation of plug-lead.
- Electrical cables secured out of the way; not in walkways or hanging near persons legs/feet at workstations.

Workstation Set-Ups

- Observe; any concerns with staff set up, do they look comfortable with a nature spine shape and angle– Discuss with staff to understand any concerns or needs they have.
- Do staff working off laptops have separate keyboard, mouse and screen.
- Do staff have adequate workspace for their tasks – not cramped and overloaded with items.

Items

- No obsolete equipment left in work area
- Chairs – ask staff to check their chair for;
 - Legs – signs of cracks or bowing – discolouration at point of leg may indicate weakness
 - Adjustments – all functions working
 - Cushioning in good condition with no damage
- Kitchen electrical appliances – check cables of countertop appliance are in good condition –
no signs of fraying or lead-plug separation.
- Chemicals – all labels legible.
- Portable step ladder; inspection to ensure no signs of bowing, cracks, foot pads in good condition
- Trolleys; wheels in good condition with working breaks (as relevant), grips/handles in good condition, easy to use.

CORRECTIVE ACTIONS

Any identified deficiencies shall be communicated to the management team and where not immediately rectifiable listed on the risk action register.

List Identified hazard and Recommended Control:

Area/ Location	Hazard	Recommended Action	Completed*

*If actions will take time or resources are required to complete enter onto a hazard register to monitor.