

SITE SAFETY CHECKLIST: OFFICE

Work Area:	Name:		Inspection Date: __/__/__
Housekeeping/Environment	Yes ✓	No x	Comments
Is the housekeeping satisfactory and workplace tidy?			
Walkways clean/clear and exits free of obstructions?			
No overloading of power plugs and/or power boards?			
Are cables/cords placed properly to prevent trips?			
Are RCD's (Residual current Devices) used?			
Are hazardous substances stored safely?			
Do employees use hazardous substances safely?			
Do employees wear Personal Protective Equipment			
Is there clear and visible safety signage?			
Is access by visitors restricted? (Signs/barriers in place?)			
Is there an up-to-date First Aid Kit and signage?			
Are there any trained First Aiders with names displayed?			

Housekeeping/Environment	Yes ✓	No ✗	Comments
Is the lighting for work satisfactory?			
Are there Fire Evacuation Notices?			
Are there Fire Extinguishers? Are they in their test date?			
Is access to Extinguishers and Fire Hoses clear?			
Is there clear signage for Extinguishers and Fire Hoses?			
Is there a designated Fire Warden for the area?			
Has there been a Trial Evacuation in the last 6 months?			
Have personnel been trained in Manual Handling?			
Do any personnel suffer Discomfort or Pain?			
Are persons aware of how to set-up their workstations safely?			
Do persons working at work stations take regular breaks?			
Are workstations set-up correctly?			