

Office workplace safety inspection checklist

How to make your workplace safe? Is your workplace equipped with all needed things for emergency? Are you and your colleagues aware of the emergency actions in case of fire alert? All these are questions of workplace safety inspection. People in your office who are responsible for inspection can use this checklist as a guide to pass through main steps of workplace safety inspection.

1. Inspecting fire emergency procedures

- ☐ Check if evacuation procedures are developed to deal with emergencies
- ☐ Inspect if staff is trained in evacuation procedures
- ☐ Check if fire alarm system works properly
- ☐ Evacuation assembly point is designated
- ☐ Extinguishers are in place and clearly marked for type of fire
- ☐ Office premises have exit signs and directions to exit
- ☐ Exit doors aren't blocked and can be easily opened from inside

2. Inspecting electrics

- ☐ Inspect if plugs, cables, sockets and switches are in proper condition
- ☐ Inspect if handheld power tools are in proper condition
- ☐ Check for documents that state all electrical equipment have been tested and tagged as per the regulations
- ☐ Inspect if switchboards are clear of obstructions and obstacles within 1 meter

3. Inspecting machinery and equipment

- ☐ Check if safe operating procedures are displayed and tagged
- ☐ Check if machinery are guarded where required
- ☐ Inspect if machinery and equipment are repaired and clean
- ☐ Inspect if emergency stop buttons are in easy reach

4. Inspecting hazardous substances and dangerous goods

- ☐ Check if all hazardous substances and goods are listed in a register
- ☐ Check if material safety datasheets for all chemicals are available at workplace
- ☐ Inspect if hazardous containers are labeled with contents
- ☐ Inspect if workers are trained in safe use of chemicals and are aware of actions in case of hazardous alert
- ☐ Check if personal protective equipment is available, clean and undamaged as required
- ☐ Check if all chemicals are duly stored

5. Inspecting first aid kits at workplace

- ☐ Check if first aid rules and life safety procedures are known and learnt by all workers
- ☐ Check if workers know who to contact for first aid
- ☐ Inspect if first aid kit is freely available and duly tagged
- ☐ Inspect if emergency numbers are clearly displayed and telephone is available

6. Inspecting workplace environment

- ☐ Inspect if workplace position is not awkward, difficult to reach and without sharp edges
- ☐ Check if bins are available and emptied regularly
- ☐ Check if workplace is kept clean and tidy
- ☐ Inspect if hearing protection and dust masks are worn by workers as appropriate
- ☐ Inspect if workplace area is properly protected from excessive noise

Office Management Checklists

- [Virtual Office Checklist](#)
- [Checklist For Establishing Green Office](#)
- [Office Workplace Safety Inspection Checklist](#)
- [Office Moving Checklist](#)