

Office Inspection Checklist

GENERAL SAFETY

Floor and aisles are cluttered and present tripping hazards.	<input type="checkbox"/>
Heavy items are stored on upper shelves.	<input type="checkbox"/>
Build up of paper and other combustible materials present fire hazard.	<input type="checkbox"/>
Items are stored in hallways (e.g. bicycles, file boxes, unused equipment).	<input type="checkbox"/>

EMERGENCY PREPAREDNESS & FIRE SAFETY

Egress path is obstructed.	<input type="checkbox"/>
Users do not know their Safe Destination Sites.	<input type="checkbox"/>
Fire extinguisher is inaccessible.	<input type="checkbox"/>
Fire extinguisher has not been inspected on monthly basis.	<input type="checkbox"/>
Objects within 18" of sprinklers.	<input type="checkbox"/>
No first aid kit available.	<input type="checkbox"/>
First aid kit has inappropriate or missing supplies.	<input type="checkbox"/>
Users not aware how to report incidents or injuries.	<input type="checkbox"/>

PHYSICAL HAZARDS

Noise levels are unacceptable for the activities conducted and safety procedures in place.	<input type="checkbox"/>
Step ladder is not available for reaching overhead storage, if any.	<input type="checkbox"/>
Shelves are overloaded.	<input type="checkbox"/>
File cabinet doors are left open, posing risk of injury.	<input type="checkbox"/>
Lighting is inadequate.	<input type="checkbox"/>
Flooring is in poor condition and presents a tripping hazard.	<input type="checkbox"/>
Chemicals or other hazardous materials are present in office space.	<input type="checkbox"/>

ELECTRICAL HAZARDS

Electrical outlets and switches are missing cover plates.	<input type="checkbox"/>
Outlets are overloaded.	<input type="checkbox"/>
Evidence of burn marks near electrical outlets or switches.	<input type="checkbox"/>
Electrical cords and plugs are in poor condition (e.g. frayed, exposed wire, broken ground prong).	<input type="checkbox"/>
Power cords are run under doors, carpets or through ceilings.	<input type="checkbox"/>
Power bars are connected in series.	<input type="checkbox"/>
Evidence that extension cords are used long-term.	<input type="checkbox"/>
Equipment is not certified by the Electrical Safety Authority (ESA) and does not bear appropriate safety markings (CSA or otherwise).	<input type="checkbox"/>