



Office Safety Checklist

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Are there adequate aisles and space between desks?
- Are the aisles clear and not used for storage?
- Are the tops of cabinets free of stacked items being stored?
- Are areas, shelves, cabinets or rooms provided for storage?
- Are cabinets and shelves anchored to prevent them from tipping?
- Are heavy items stored on the lowest shelves or in the lowest drawers?
- Are step stools provided to reach items stored at elevated levels?
- Is trash removed regularly and not allowed to accumulate in doorways or at exits?
- Are there adequate electrical systems? I.e. Circuit breakers, no temporary extension cords used in lieu of permanent wiring and fused power strips for multiple electrical connections?
- Are exits visible, well lit at all times, and not blocked?
- Are there adequate handrails on stairways and raised areas?
- Is there an emergency plan to respond to emergencies such as fires, evacuations, and injuries?
- Are employees trained in the types of alarms, exit routes and where to assemble in emergencies?
- Are there properly mounted and readily accessible fire extinguishers?
 - Are the extinguishers inspected regularly?
 - Are employees trained in their use?
- Are walkways and parking areas smooth (free of major cracks and heaving), clean and well lit.
- Are elevators and escalators regularly inspected?
- Are office workstations properly set up and ergonomically acceptable?
- If cash or cheques are being processed are there deadlocks on all exterior doors?