Office Workplace Safety Checklist (US)

Safety & Compliance | US

DATE	INSPECTOR	BUILDING / FLOOR
____ / ____ / _____		

WORKSTATION ERGONOMICS

	OK	NOT OK	N/A
Chairs adjustable and in good repair	○	○	○
Monitors at eye level	○	○	○
Keyboard and mouse positioning correct	○	○	○
Adequate task lighting	○	○	○
Footrests available (if needed)	○	○	○
Screen glare controlled	○	○	○

ELECTRICAL SAFETY

	OK	NOT OK	N/A
No overloaded power strips	○	○	○
No daisy-chained surge protectors	○	○	○
Cables managed, not across walkways	○	○	○
No damaged plugs or frayed cords	○	○	○
Electrical panels accessible (36 in.) *OSHA 1910.303(g)*	○	○	○
Server / equipment room ventilated	○	○	○

FIRE SAFETY

	OK	NOT OK	N/A
Fire exits clear and unobstructed	○	○	○
Exit signs illuminated	○	○	○
Fire extinguishers accessible and tagged *OSHA 1910.157 — annual inspection*	○	○	○
Fire doors not propped open	○	○	○
Evacuation plan posted and current	○	○	○
Assembly point known to all staff	○	○	○

SLIPS, TRIPS & FALLS

	OK	NOT OK	N/A
Walkways clear of boxes and clutter	○	○	○
Floor coverings flat, no curled edges	○	○	○
Stairways well-lit with handrails	○	○	○
Wet floor signs used when needed	○	○	○
Storage room items stacked safely	○	○	○
Step stools available (not chairs)	○	○	○

FIRST AID & WELFARE

	OK	NOT OK	N/A
First aid kit stocked and accessible *OSHA 1910.151*	○	○	○
Trained first aiders on site	○	○	○
AED present and charged	○	○	○
Break room clean and hygienic	○	○	○
Restrooms clean and stocked	○	○	○
Temperature comfortable (HVAC)	○	○	○

CORRECTIVE ACTIONS

Deficiencies found

Assigned to _____

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Due date _____

Inspector signature _____

Notes

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