

Workplace Inspection Checklist (Office)

Inspection Checklist	
Office location:	Areas inspected:
Inspected by:	Date of inspection:
Worker contacts:	
Management contacts:	

Element	Y	N	Hazards/Comments
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Section 1 Walking Surfaces

1.1 Area is tidy and well kept?			
1.2 Walkways free of obstacles?			
1.3 Floor is free of obstructions?			
1.4 Cords anchored or covered?			
1.5 Floor coverings in good condition?			
1.6 Signage posted if floors are wet?			

Section 2 Furniture & Office Equipment

2.1 In good mechanical condition?			
2.2 Properly assembled and adjusted?			
2.3 Items secured from tipping?			
2.4 Free from sharp edges and corners?			
2.5 Loose clothing and jewelry secured?			
2.6 Employees instructed in safe/proper use?			

Section 3 Bookcases, Shelves & Cabinets

3.1 Secured from tipping?			
3.2 In good condition?			
3.3 Drawers closed when not in use?			
3.4 Material safely stacked and stored?			
3.5 Heavier items between knuckle and shoulder height?			
3.6 Step stools/ ladder available if needed?			

4.0 Fire Prevention

4.1 Extinguishers available & accessible?			
4.2 Extinguishers tag dated monthly?			
4.3 Fire exits clear?			
4.4 Emergency numbers close to all phones?			
4.5 Fire doors closed?			
4.6 Fire exits lit?			



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Section 5 Security			
5.1 Visitors have read safety rules?			
5.2 Visitors have signed log book?			
5.3 There is a sign posted telling visitors that they must sign in?			
Section 6 First Aid			
6.1 First aid kit available?			
6.2 First aid kit checked monthly?			
6.3 WSIB Form 82 located beside kit?			
6.4 Certificates of First Aiders posted and current?			
6.5 First aid log sheets available and in use?			
Section 7 Posted Information			
7.1 Health and Safety Policy posted?			
7.2 Workplace Violence Policy posted?			
7.3 Meeting minutes posted?			
7.4 OHSA and applicable Regulation?			
7.5 A Guide to the Act?			
7.6 A Guide to the JHSC?			
7.7 A Guide to WHMIS?			
7.8 Emergency phone numbers?			
7.9 MSDS available?			
7.10 Regulation 1101 (First Aid) posted?			
7.11 Injury/Incident Summary?			
7.12 JHSC inspection records?			
7.13 Emergency Plans?			
7.14 Ministry of Labour orders?			
7.15 Employment Standards Poster, Ver. 4.0?			
Section 8 Training			
8.1 Employees aware of emergency procedures?			
8.2 Employees aware of security procedures?			
8.3 Employees provided information and instruction regarding hazards?			
8.4 Staff training current?			
Section 9 Procedures			
9.1 Workstation ergonomically correct?			
9.2 Correct workstation setup guide posted?			



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9.3 Workers aware of MMH Policy?			
9.4 MMH Policy found in inspection area?			
9.5 Emergency Procedures posted?			

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Section 10 Substandard Acts/Conditions

10.1 Contractor working safely?			
10.2 Ask workers about "near misses"?			
10.3 Chemicals near sink labelled correctly?			
10.4 Ladder in good condition?			
10.5 Ladder stored and secured correctly?			

Section 11 Electrical

11.1 Electrical Outlets not overloaded?			
11.2 Electrical cords in good condition?			
11.3 Grounding pins on plugs are present?			
11.4 Is access to electrical panels clear and unobstructed (36" minimum)?			
11.5 Are breakers in the electrical panel properly labelled and legible?			
11.6 Do GFCI pass first test using push buttons built into the outlet receptacle?			
11.7 Extension cords: not used in place of permanent wiring?			
11.8 Electrical cords secure?			
11.9 Faulty equipment is tagged out?			
11.10 Electrical Faceplates secure?			

Section 12 Indoor Air Quality

12.1 Ventilation systems regularly inspected, tested and maintained?			
12.2 Air inlets and exhaust free of accumulation of dust and mould?			

Section 13 Ergonomics

13.1 Is the chair fully adjustable (seat and back)?			
13.2 Is the monitor adjusted to the right height (Top of the screen should be at eye level)?			
13.3 Are shoulders relaxed and forearms parallel with keyboard?			
13.4 Is a footrest available if required?			



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13.5 Is a document holder available if required?			
13.6 Is the chair set up height wise, so that the thighs are parallel to the floor?			
13.7 Are frequently used items located within the person's primary zone?			

Section 14 Housekeeping

14.1 Surface dust levels low?			
14.2 Material neatly and safely piled?			
14.3 Are waste containers overflowing?			

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Section 15 Parking Lot

15.1 Is the parking lot clear of debris?			
15.2 Are there any potholes that may result in a trip hazard?			
15.3 Are sidewalks, ramps and walking surfaces in good repair?			

Section 16 Worker Awareness

16.1 Workers know how to report an accident or a hazard			
16.2 Workers know the evacuation procedure and know where to gather outside			
16.3 Workers know whom to contact for first aid assistance?			
16.4 Workers know the location of fire extinguishers and how to use them?			

Section 17 Copier Room

17.1 Is the copier turned off when clearing paper jams?			
17.2 Is the MSDS for toner readily available?			
17.3 Has the person who changes the toner read the MSDS?			
17.4 Is the lid kept in the down position when in use?			
17.5 Are all cables in good repair, no frayed wires or cables?			
17.6 Is the room suitable ventilated when the machines are in operation?			



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17.7 If toner is spilled, does staff know how to clean it up (vacuuming is recommended)?			
17.8 Are the copiers maintained, is there maintenance log available for review?			

Other Comments:



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