**Office Safety Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

**Bulletin Boards and Signs**

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| Are bulletin boards and display areas clean, tidy, with all information clear and legible? |
| Are boards and signs placed so they are not an obstruction or trip hazard? |
| Are OSHA posters prominently displayed? |
| Are materials updated as needed so all information is up to date? |
| Is the Emergency Evacuation Route posted at key points throughout the building or facility?  |
| Has an Emergency Action Plan been implemented and posted? |
| Do digital information boards (e.g., Intranets) allow clear and easy (albeit controlled) access to all employees? |

General Office Environment Safety

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| Are exit signs illuminated and visible? |
| Are corridors and exits free from obstructions and unlocked? |
| Does access to exits avoid persons having to walk through high hazard areas? |
| Are exit doors closed and not propped open? |
| Is there no obvious damage to sprinklers? |
| Are fire alarms tested as needed? |
| Is an emergency evacuation drill performed at least annually? |
| Are fire extinguishers easily accessible, checked monthly, and operational? |
| Are fire extinguishers mounted so that the travel distance from employees to any extinguisher is 75 feet or less?  |
| Is lighting in all work areas and walkways adequate?  |
| Are spent bulbs and lamps replaced as soon as possible? |
| Is there adequate walking and egress clearance through the office area? |
| - 44” for corridors and stairways. |
|  - 36” for aisles. |
|  - 32” for doors. |
| Is housekeeping being adequately maintained? |
| Are all hinged doors hanging, swinging, and latching correctly? |
| Are guardrails on walkways correctly installed and fit for purpose? |
| Do buildings conform to standards with respect to use, occupancy, building services, and plumbing facilities? |
| Are walls and floors free of damp, mold, significant openings or any other sign that could cause a safety or health hazard? |
| Are wall and ceiling fixtures fastened securely and do they run smoothly? |
| Are desk and file drawers kept closed when not in use? |
| Are office accessories stored appropriately? |
| Are materials NOT stacked on desks or cabinets? |
| Are file cabinet drawers overloaded? |
| Are file cabinets not overloaded and with the heaviest items loaded in the bottom drawers? |
| Are shelves securely fastened to the wall when necessary? |
| Are filing stools or wastebaskets placed where they might be tripping hazards? |
| Are electrical or telephone cords tied down or routed away from walkways to prevent risk of trip or entanglement? |
| Is electrical wiring properly installed? |
| Are extension cords used sparingly, with permanent wiring considered for long term use? |

**Stairways and Aisles**

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| Are stairways and aisles clear and unblocked? |
| Are stairways well lighted? |
| Are the stair treads in good repair and free of debris? |
| Are handrails, handholds in place? |
| Are the aisles marked and visible? |
| Stairways are in good repair with handrails and non-slip tread? |
| Are stairwells/landings clear and not being used for storage? |

**Floors and Flooring**

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| Is the floor surface level and undamaged? |
| Are all tiles and carpeting in good condition, with no loose edges or raised corners? |
| Is the floor dry, not wet, or slippery? |
| Are non-slip mats in entryways, if needed? |

**Equipment**

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| Is the furniture in generally good repair and safe to use?  |
| Are chairs stable and fit-for-purpose, with sturdy legs, casters, and rungs? |
| Are desks, cabinets, office equipment without obvious sharp edges, and if so, are they properly guarded? |
| Are ergonomics considered in workstation design (desk and chair height, use of adjustable furniture, carpal tunnel considerations for keyboard use)? |
| Are all equipment and supplies in their proper places? |
| Are carts or dollies available for use in transporting heavy objects and boxes? |

**Air Handling System**

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| Does air exchange / ventilation rate meet standard requirements? |
| Is the system free of sources of contamination (e.g., asbestos, microorganisms, dust, fumes)? |
| Is humidity within recommended range? |
| Is ducting free damage and in good visual condition? |

**Hazardous Products**

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| Are there any hazardous chemicals (e.g., cleaning solvents, bleaches) used and stored in the office environment? |
| Are chemical products properly labelled? |
| Are SDSs available for office and housekeeping chemicals and can be easily accessed by employees?  |
| Are employees trained (and documented) on how to work with or near these products safely? |
| Are hazardous chemicals stored correctly and separately from non-hazardous materials? |

**Material Storage**

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| Are materials neatly and safely stacked or piled in dedicated storage areas only? |
| Are storage shelves only loaded within their weight rated capacity? |
| Are there stepladders or stools to get to materials on higher shelves? |
| Are large and heavy objects stored on lower shelves? |
| Are passageways and work areas clear of obstructions? |
| Are paper and waste products properly disposed of? |

**Emergency and Security**

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| Is all fire control equipment regularly tested and certified? |
| Is fire control equipment appropriate for the type of fire it must control? |
| Is emergency lighting in place and regularly tested? |
| Is a "Slip Hazard" warning sign available for use in case of spills? |
| Cleanup supplies are readily available? |
| Are employees fully knowledgeable of night safety procedures, including response phone numbers, security guard communications etc. |
| Are emergency (evacuation, fire, bomb threat, hostile person) procedures in place, and fully trained across the workforce? |

Sanitation

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| Are washrooms and food preparation areas clean and sanitary? |
| Are the following provided adequately and as needed? |
| - toilets |
|  - shower facilities |
|  - drinking water |
|  - clothing storage/changing rooms |
|  - lunchrooms and break facilities |

**For Additional Inspection Items, See Following Checklists:**

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| *Fire Extinguisher* |
| *Hazard Communication* |
| *Sprinkler Systems* |