

Office Hazard Inspection

Location:	Date:
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ITEM	YES	NO	ACTION TO BE TAKEN
1. GENERAL HOUSEKEEPING			
Offices clean			
Floor/carpet condition			
Condition of walls/ceilings/doors			
2. STACKING AND STORAGE			
Aisles and walkways clear			
Neat stacking of supplies			
Filing cabinets - files correctly and neatly arranged			
3. LIGHTING			
Lights working			
Covers in place			
4. ERGONOMICS			
Work stations suitable and correctly set up			
Condition of chairs and furniture			
5. ELECTRICAL INSTALLATIONS & EQUIPMENT			
Power points free of obvious defects			
Clear space in front of switchboards of at least 1 metre			
Switchboard door capable of being locked to prevent unauthorised access			
Extension leads and powerboards in a safe operating condition			
Portable outlet devices suitable (double adaptors & piggy back plugs not recommended)			
Electrical installations and electrical equipment inspected, tested and maintained. Refer to AS/NZS 3760.			
6. VENTILATION			
Air conditioners working			
Filters clean			
"No smoking" signs			
7. WASTE BINS			
Sufficient bins supplied			
8. TOILETS			
Toilets clean and tidy			
Waste bins emptied			
Supplies of soap and towels			
9. KITCHEN			
Clean and tidy			

10. FIRE EXTINGUISHER

Correct type			
Date of last six month check			
Correct pressure			
Condition of hose			
Correctly located and accessible			
Sign posted			

11. EMERGENCY RESPONSE

Emergency Response Procedures prominently displayed and up to date			
Information displayed up to date			
Emergency lighting operable			

12. FIRST AID BOX

Sign posted and clearly labelled			
Contents clean and in date			
First aid instructions available			
Contents checklist available			
First Aid Treatment Forms contained in each kit			

13. COMMENTS

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Inspected By:.....
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Inspectors Signature
Date:.....