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INSPECTORS:	DATE:																																				
<p style="text-align: center;">Office/ Retail Workplace Inspection Checklist</p> <p>Persons responsible for follow-up:</p> <hr/> <p>Supervisor: _____</p> <p>Manager : _____</p> <p>J.H.S.C: _____</p>	<p>Condition</p> <p>Class A Hazard: A condition or practice likely to cause permanent disability, loss of life or body part..</p> <p>Class B Hazard: A condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage.</p> <p>Class C Hazard: A condition or practice likely to cause minor, non-disabling injury or illness, or non-disruptive property damage. .</p>																																				
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	Location	Condition	Comments
STAIRWAYS AND AISLES			
Are they clear with good egress?			
Are stairways well lighted?			
Are handrails, handholds in place?			
Are the aisles marked and visible?			
EQUIPMENT			
Are guards and protective safety devices in place and working?			
Is the furniture safe?			
- worn or badly designed chairs			
- sharp edges on desks and cabinets			
- poor ergonomics at work station (keyboard elevation, chair adjustment)			
- crowding			
Are electrical cords in good condition, no exposed wires?			
EMERGENCY EQUIPMENT			
Is the fire alarm equipment regularly tested and certified?			
Are fire extinguishers in place and inspected at least monthly.			
Is emergency lighting in place and regularly tested?			
Has there been an evacuation drill in the past year?			
Is there a first aid kit?			

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BUILDING	Location	Condition	Comments
Emergency Exits clearly marked?			
Exit doors unobstructed?			
Fire doors closed?			
Grounds clear of snow, ice as required?			
Secure to prevent unauthorized individuals from entering the building?			
Parking Lots have good lighting?			
AIR HANDLING SYSTEM			
Is the system regularly maintained?			
Is the system free of sources of contamination (asbestos, microorganisms, dust, and fumes)?			
Is humidity temperature set at a comfortable range?			
DANGEROUS SUBSTANCES			
Are there any controlled substances (e.g. WHMIS controlled products)?			
- If yes, are the products properly labeled?			
- If yes, is there a corresponding material safety data sheet (MSDS) for each product?			
- If yes, are workers trained in how to use these products safely?			

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Violence in the workplace			
Is there a violence in the workplace policy?			
Is a robbery prevention program required?			
Have workers been trained on the policy?			
Health			
Is a pandemic policy require?			
Are measures in place to prevent the spread of disease?			
Is there a safe food handling policy if required?			
Is there a personal hygiene/ fragrance free policy required?			
SECURITY			
Do entry and exit procedures provide workers personal security at night?			
Are emergency (evacuation, fire, and bomb threat,) procedures in place?			
LIGHTING			
Are bulbs missing?			
Are bulbs covered?			
Are any areas dark?			

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MATERIAL STORAGE	Location	Condition	Comments
Are materials neatly and safely piled?			
Are there stepladders or stools to get to materials on higher shelves?			
Are storage shelves overloaded or beyond their rated capacity?			
Are large and heavy objects stored on lower shelves?			
Are passageways and work areas clear of obstructions?			
GENERAL			
Are extension cords used extensively?			
Are electrical or telephone cords exposed in areas where employees walk?			
Is electrical wiring properly concealed?			
Does any equipment have sharp metal projections?			
Are wall and ceiling fixtures fastened securely?			
Are paper and waste properly disposed of?			
Are desk and file drawers kept closed when not in use?			
Are office accessories in secure places?			
Are materials stacked on desks or cabinets?			
Are file cabinet drawers overloaded?			
Are file cabinets loaded with the heaviest items in the bottom drawers?			
Are filing stools or wastebaskets placed where they might be tripping hazards?			

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