

SAMPLE CHECK LIST FOR OFFICES: SAFETY AUDIT

Main Person Responsible:
Audit conducted by:

Date of last Audit:
Signed:

Ensure a safe workplace	Satisfactory	Unsatisfactory "needs" urgent Attention		Responsible Person	Date when completed
<p>Condition of floors and stairs Worn stair treads? Missing or damaged handrails? Worn floor coverings? Slippery surface? Broken glass, etc?</p> <p>Obstruction in Corridors Furniture cartons, trolley etc?</p> <p>Swing doors Obstructed vision panels?</p> <p>Badly sited furniture & equipment? Sharp corners of desks and cabinets? Trailing telephone and electrical leads?</p> <p>Protruding drawers of filing cabinets & desks Open drawers can cause accidents, opening more than one drawer of a cabinet at a time can make it tip</p> <p>Insecure means of reach up Insecure step ladders? Standing on swivel chairs?</p> <p>Electricity Loose connections? Unearthed Equipment? Damaged cables? Defective insulation? Overloaded circuits? Broken switches Worn or damaged appliances? Trailing leads? Liquids when if spilt could cause short circuits? Portable appliance testing evidence?</p>					

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<p>Machinery Protective guards satisfactory and in place? Operators properly trained? Staff aware of any potential danger? Can everyone stop electrical supply in the event of an emergency? Guillotines used with care? Anything which might detract from the safe operation of lifts?</p> <p>Manual Handling Lifting and carrying? Legs bent, back straight? Heavy loads shared? Two journeys rather than one? Visibility over the top? Opening of doors?</p> <p>Signage Missing? Suitability? Condition?</p> <p>VDU's Suitability of work stations? Seating? Lighting?</p> <p>First Aid Identity of first aiders? Sufficient boxes? Contents of boxes correct?</p> <p>Fire Safety Correct type of extinguishers? Properly sited? In date? Escape Routes?</p>					