Office Safety Review Checklist

Office Location

Reviewer Name

Date

General Safety

Item	Yes	No	N/A	Comments
Exits are clearly marked and unobstructed	○	○	○	
Floors are free from trip hazards	○	○	○	
First aid kits are accessible and stocked	○	○	○	

Fire Safety

Item	Yes	No	N/A	Comments
Fire extinguishers are visible and accessible	○	○	○	
Smoke detectors are functional	○	○	○	
Evacuation routes are posted	○	○	○	

Electrical Safety

Item	Yes	No	N/A	Comments
Cords and plugs are in good condition	○	○	○	
No overloaded power strips or outlets	○	○	○	
Electrical panels are accessible	○	○	○	

Ergonomics

Item	Yes	No	N/A	Comments

Chairs and desks are adjustable for comfort	○	○	○	
Monitors are positioned at eye level	○	○	○	
Workstations are free from clutter	○	○	○	

Additional Notes

Enter additional notes, observations, or follow-up actions here.