

# OCCUPATIONAL HEALTH & SAFETY OFFICE INSPECTION CHECKLIST

AREAS INSPECTED: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_

DATE OF INSPECTION: \_\_\_\_\_

**Indicate in the following manner:**

Acceptable     
  Not Acceptable     
 N/A Not Applicable

## 1. JOB DESIGN



**Comments**

|     |  |  |  |
|-----|--|--|--|
| 1.1 | Has each job been designed to provide a variety of tasks throughout the day in terms of physical and mental workload?  |  |  |
| 1.2 | Are highly repetitive tasks (such as keying) performed for more than 2 hours at any one time?  |  |  |
| 1.3 | Do tasks require constant sitting or standing for more than 2 hours at any one time?   |  |  |
| 1.4 | Are tasks that require a high level of concentration performed for more than 2 hours at any one time?  |  |  |
| 1.5 | Do employees have some choice of when, how and how frequently they perform some tasks or is this determined by the equipment or machine they use or by their supervisor? |  |  |
| 1.6 | Are employees trained to vary tasks and postures throughout the day?   |  |  |
| 1.7 | How are individuals given feedback regarding their work performance?   |  |  |

## 2. MANUAL HANDLING

|     |   |  |  |
|-----|---|--|--|
| 2.1 | Are there objects that require pushing, pulling, lifting, lowering, carrying, holding or moving and do these actions require considerable physical effort or force to complete? |  |  |
| 2.2 | Are there large, awkward or heavy objects to be handled?  |  |  |
| 2.3 | Are these objects handled more than once every 5 minutes?   |  |  |
| 2.4 | Is handling required more than 5 times per hour over a day?   |  |  |
| 2.5 | Is handling performed below midthigh - height or above shoulder height?   |  |  |

## 3. LIGHTING

|     |   |  |  |
|-----|---|--|--|
| 3.1 | Is there sufficient lighting for the performance of tasks?                              |  |  |
| 3.2 | Are employees able to control incoming natural light?                                   |  |  |
| 3.3 | Is artificial lighting causing reflections from work surfaces or shadows over the task? |  |  |
| 3.4 | Do employees find they have tired, sore or irritated eyes at the end of a day?          |  |  |

#### 4. NOISE

|     |   |  |  |
|-----|---|--|--|
| 4.1 | Is noise a problem in the workplace?                              |  |  |
| 4.2 | Is it difficult to hear a normal voice within a 1 metre distance? |  |  |
| 4.3 | Are there distracting or disruptive noises in the area?           |  |  |
| 4.4 | How well do screens or partitions control noise?                  |  |  |

#### 5. INDOOR AIR QUALITY

|     |  |  |  |
|-----|--|--|--|
| 5.1 | Are there problems or complaints about temperature, draughts, odours or lack of fresh air? |  |  |
| 5.2 | Do staff suffer from dry, irritated eyes at the end of the day?                            |  |  |
| 5.3 | Does the office seem stuffy?   |  |  |
| 5.4 | Do staff find the temperature cold, hot or fluctuating?                                    |  |  |

#### 6. OFFICE LAYOUT

|     |  |  |  |
|-----|--|--|--|
| 6.1 | Is there sufficient space for tasks to be carried out?                   |  |  |
| 6.2 | Is there sufficient space for the equipment and the operator?            |  |  |
| 6.3 | Is there sufficient space for walkways through an area ?                 |  |  |
| 6.4 | Is there sufficient space for light, intermediate and busy foot traffic? |  |  |
| 6.5 | Is there sufficient circulation space around each workstation?           |  |  |
| 6.6 | Are there separate areas for tasks that require dedicated space?         |  |  |
| 6.7 | Is there a separate area for photocopying?                               |  |  |

#### 7. WORKSTATIONS

|     |  |  |  |
|-----|--|--|--|
| 7.1 | Are workstations adequately designed for the tasks being performed?                            |  |  |
| 7.2 | Is there sufficient space at the workstation for documents to be spread out within easy reach? |  |  |
| 7.3 | Is there easy access to equipment such as a telephone and keyboard?                            |  |  |
| 7.4 | Is there adequate and safe height adjustability of work surfaces?                              |  |  |
| 7.5 | Are workstations and equipment set up to reduce awkward postures?                              |  |  |
| 7.6 | Are the desks suitable for the tasks to be performed?  |  |  |
| 7.7 | Do standing workstations meet the needs of the users?  |  |  |
| 7.8 | Are standing workstations suitable for a range of users?                                       |  |  |
| 7.9 | Is there sufficient width and depth for the tasks being carried out?                           |  |  |

## 7. WORKSTATIONS (cont)

|      |   |  |  |
|------|---|--|--|
| 7.10 | Is there provision for sitting at this workstation where short periods of continuous work are required? |  |  |
| 7.11 | Is there suitable seating provided at a standing workstation?   |  |  |
| 7.12 | Are the chairs stable in access and egress?   |  |  |
| 7.13 | Are the chairs adjustable for different users?  |  |  |
| 7.14 | Are the visitors' chairs adequate for the number and type of visitors?                                  |  |  |
| 7.15 | Do these chairs need to be hardy or soft and comfortable?   |  |  |
| 7.16 | Are the reception chairs suitable for the tasks that need to be carried out?                            |  |  |
| 7.17 | Are the reception chairs adjustable from the seated position?   |  |  |
| 7.18 | Are the reception chairs used by multiple operators?  |  |  |
| 7.19 | Do the keyboard operator chairs provide support and comfort to all individual operators?                |  |  |
| 7.20 | Are these chairs adjustable in height and back rest angle from the seated position?                     |  |  |
| 7.21 | Do the executive chairs provide adequate support during the performance of all tasks?                   |  |  |
| 7.22 | What degree of adjustability is provided by the existing chairs?  |  |  |
| 7.23 | What degree of adjustability for individual fit is required?  |  |  |
| 7.24 | Is there a need for foot rests?   |  |  |
| 7.25 | Which operators require foot rests?   |  |  |
| 7.26 | Are document holders provided?  |  |  |
| 7.27 | What range of document holders should be tried to meet the needs of the different users?                |  |  |
| 7.28 | Are staff trained to adjust their workstation and chair?  |  |  |

## 8. STORAGE

|     |   |  |  |
|-----|---|--|--|
| 8.1 | Is there sufficient general storage space for the office?   |  |  |
| 8.2 | Is there sufficient storage space at each workstation?  |  |  |
| 8.3 | Is storage space suitably designed to be within easy reach (that is, between shoulder and mid-thigh |  |  |
| 8.4 | Is there sufficient space around storage areas to enable easy and safe access?                      |  |  |

## 9. HAND TOOLS

|     |   |  |  |
|-----|---|--|--|
| 9.1 | Are suitable, safe and adequate hand tools supplied for the work required?  |  |  |
| 9.2 | Are sharp implements (such as pen knives and stapler removers) housed or stored so as to minimise the risk of injury? |  |  |

## 10. HOUSEKEEPING

|       |  |  |  |
|-------|--|--|--|
| 10.1  | Are the floors of all offices and passageways, corridors, storerooms or stairways: <ul style="list-style-type: none"><li>• kept free from obstruction</li><li>• properly maintained</li><li>• covered with non-slip material</li><li>• adequately illuminated?</li></ul> |  |  |
| 10.2  | Are staircases provided with a substantial handrail or handhold?   |  |  |
| 10.3  | Are the surfaces of all car parks and pathways around the building kept free of potholes and other tripping hazards?   |  |  |
| 10.4  | Does management ensure that all equipment is regularly maintained to manufacturers' specifications?  |  |  |
| 10.5  | Has management developed a system for immediately fixing faulty equipment?   |  |  |
| 10.6  | Are all filing cabinets, cupboards, stable - for example, attached to the wall or floor to prevent them falling over?  |  |  |
| 10.7  | Are they fitted with locking devices to prevent opening of more than one drawer at a time to stop them from falling over?  |  |  |
| 10.8  | Are they sufficient for the needs of the office?   |  |  |
| 10.9  | Are they located clear of doors, corridors and frequently used passages?   |  |  |
| 10.10 | Are sharp corners of furniture and other fittings situated so as to avoid a hazard to people passing them?   |  |  |

## 11. COPYING EQUIPMENT

|      |  |  |  |
|------|--|--|--|
| 11.1 | Is there adequate copying equipment, in good working order, for the work required?                     |  |  |
| 11.2 | Are copier lids intact and functioning to reduce exposure to intense light?                            |  |  |
| 11.3 | Is the copier functioning quietly and as quickly as indicated in the specifications for the equipment? |  |  |
| 11.4 | Are self-contained toner cartridges supplied in a sealed state?  |  |  |
| 11.5 | Are procedures for the use and maintenance of copying equipment adequate, in place and in use?         |  |  |
| 11.6 | How frequently are safety procedures reviewed?   |  |  |

## 12. VISUAL DISPLAY UNITS

|      |  |  |  |
|------|--|--|--|
| 12.1 | Is the computer adequate for the task being performed?             |  |  |
| 12.2 | Is the force required to press the keys not too high or too light? |  |  |
| 12.3 | Is there adjustability for the screen brightness?                  |  |  |
| 12.4 | Is there adjustability of the screen height?                       |  |  |
| 12.5 | Is there a keyboard rest that frees up desk space for other tasks? |  |  |

## 13. RADIATION

|      |   |  |  |
|------|---|--|--|
| 13.1 | Are old or deteriorated VDUs being used?                                      |  |  |
| 13.2 | Have radiation emissions from old VDUs been tested within the last 12 months? |  |  |
| 13.3 | Are staff located closer than 1 metre from a VDU in any direction?            |  |  |
| 13.4 | What policies and procedures exist for the placement of VDUs?                 |  |  |
| 13.5 | Are staff located near multiple electrical cords or computer cables?          |  |  |
| 13.6 | Are electrical and computer cables unhoused or entwined?                      |  |  |

## 14. HAZARDOUS SUBSTANCES

|      |   |  |  |
|------|---|--|--|
| 14.1 | Is exposure to hazardous substances (such as paint, glues and new carpet) controlled?       |  |  |
| 14.2 | List the likely hazardous substances in your office.  |  |  |
| 14.3 | Have hazards been identified, qualified and controlled?                                     |  |  |
| 14.4 | Are there noticeable fumes in the air?  |  |  |
| 14.5 | Do any work processes use or generate dust, smoke, fumes or gases?                          |  |  |
| 14.6 | Are there any hazards in the office known to be toxic, corrosive, inflammable or explosive? |  |  |
| 14.7 | Are MSDS and written safe work procedures readily accessible?                               |  |  |
| 14.8 | Are there adequate ventilation and housekeeping practices?                                  |  |  |
| 14.9 | Has appropriate training been provided to all staff ?                                       |  |  |

## 15. ELECTRICAL CONNECTIONS

|      |   |  |  |
|------|---|--|--|
| 15.1 | Is the use of power boards or extension cords minimised?          |  |  |
| 15.2 | Are electrical cords and connections inspected regularly?         |  |  |
| 15.3 | Are all cords in as-new condition?                                |  |  |
| 15.4 | Are appliances in use suitable for the task and in good condition |  |  |

