

Office Safety Checklist

A workplace safety inspection covering fire, first aid, exits, ergonomics and hazards.

Fire Safety and Extinguishers

- ☐ Confirm fire extinguishers are present, fully charged and within their service date.
- ☐ Check extinguishers are mounted, unobstructed and clearly signed.
- ☐ Test smoke detectors and fire alarms and confirm batteries are working.
- ☐ Verify sprinklers and fire blankets, where fitted, are unobstructed.
Keep at least one metre of clear space around fire equipment.
- ☐ Check that the fire alarm call points are accessible and not blocked.
- ☐ Confirm flammable materials are stored safely away from heat sources.

First Aid Provision

- ☐ Inspect first aid kits and restock any used or expired items.
- ☐ Confirm the location of every first aid kit is signed and known to staff.
- ☐ Check that the names of trained first aiders are posted and current.
- ☐ Verify eye-wash stations and any specialist supplies are in date.
- ☐ Confirm the accident or incident logbook is available and up to date.

Exits and Signage

- ☐ Walk every fire exit route and confirm it is clear and unobstructed.
- ☐ Check that exit doors open easily and are never locked during hours.
- ☐ Confirm exit and directional signs are visible and well lit.
- ☐ Test emergency and backup lighting along escape routes.
Report any flickering or failed emergency lights immediately.
- ☐ Verify assembly point signs are posted and the location is known to staff.
- ☐ Check evacuation maps are displayed and accurate for the current layout.

Ergonomics and Workstations

- ☐ Check chairs are adjustable, stable and in good condition.
- ☐ Confirm monitors are at eye level and screens are glare-free.
- ☐ Verify keyboards, mice and desks allow a comfortable posture.
- ☐ Check lighting is adequate for tasks without harsh glare.
- ☐ Confirm staff have space to move and are not cramped at desks.
- ☐ Remind staff to take regular breaks and adjust their setups as needed.

Electrical and Trip Hazards

- ☐ Inspect cables for fraying, damage or exposed wiring.
- ☐ Confirm power sockets and extension leads are not overloaded.
Replace any visibly damaged plug, lead or socket at once.
- ☐ Secure or cover trailing cables across walkways and under desks.
- ☐ Check floors are free of clutter, boxes and trailing items.
- ☐ Confirm floor surfaces, mats and rugs are flat and not a trip risk.
- ☐ Verify portable appliances have been tested and tagged where required.

Emergency Plan

- ☐ Confirm the emergency and evacuation plan is documented and current.
- ☐ Check that fire marshals and first aiders are appointed and trained.
- ☐ Verify emergency contact numbers are posted and up to date.
- ☐ Confirm a recent fire drill has been carried out and logged.
- ☐ Check that staff know the evacuation routes and assembly point.
- ☐ Review provisions for visitors, contractors and anyone needing assistance to evacuate.