**SAFETY CHECKLIST – WORKPLACES - OFFICE ENVIRONMENTS (HOME OFFICE)**

**NOTE:** All fields must be checked **“YES”** or **“NO”**. If a question does not apply, mark “**N/A”**. If “**NO**” is checked, provide details in comments section at bottom of form.

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| **COMPANY/ORGANISATION:** | | | | | | |
| **Employee name:** | **Audited by:** | **Date of audit:** | | |  | |
| **Location:** | | **Next audit due:** | | |  | |
| **TOPIC** | | | **RESULT** | | | |
| **1. OFFICE LAYOUT, ACCESS AND FLOORS** | | | **YES** | **NO** | | **N/A** |
| Is floor space adequate to enable good access and safe movement at the workstation? | | |  |  | |  |
| Does workstation layout enable free access to desk, cabinets, and storages? | | |  |  | |  |
| Are floor surfaces properly laid and safe (without holes, ripples, loose edges or tears)? | | |  |  | |  |
| Do floor surfaces allow wheeled furniture to roll freely without risk of slipping? | | |  |  | |  |
| Are access ways able to be kept free of obstructions or leads, etc, at all times? | | |  |  | |  |
| **2. LIGHTING, VENTILATION AND NOISE** | | | **YES** | **NO** | | **N/A** |
| Are workstation lighting levels adequate (min. 320 lux) for tasks being carried out? | | |  |  | |  |
| Are light fixtures well-maintained and kept clean, and free of flicker or deterioration? | | |  |  | |  |
| Does ventilation provide adequate air movement and change without causing draughts? | | |  |  | |  |
| Is ambient temperature within recommended levels for office environments? | | |  |  | |  |
| **3. WORKSTATIONS, DESKS, AND SEATING** | | | **YES** | **NO** | | **N/A** |
| Do desks and workstations provide adequate space for tasks to be carried out easily? | | |  |  | |  |
| Does workstation layout allow frequently used equipment to be within easy reach? | | |  |  | |  |
| Are screens placed to minimise glare and reflections on screen from lights, windows, etc? | | |  |  | |  |
| Is seating adjustable to allow users to access desks and equipment without strain? | | |  |  | |  |
| Have all persons been instructed in office ergonomics (including set up of workstation)? | | |  |  | |  |
| **4. WORKBENCHES, STORAGE AND FILING** | | | **YES** | **NO** | | **N/A** |
| Are standing-height workbenches provided for tasks where seating is not practicable? | | |  |  | |  |
| Are bench tops provided with a smooth, flat neutral colour finish to reduce glare? | | |  |  | |  |
| Are storage cabinets and filing cabinets well maintained, and easily accessible? | | |  |  | |  |
| Are filing cabinets designed or secured to prevent overbalancing when drawers opened? | | |  |  | |  |
| **5. ELECTRICAL EQUIPMENT AND APPLIANCES** | | | **YES** | **NO** | | **N/A** |
| Are electrical outlets protected by an RCD at the switchboard? | | |  |  | |  |
| Are safety switches on switchboards tested regularly? | | |  |  | |  |
| Are all appliances and portable electrical equipment tested and tagged every 12 months? | | |  |  | |  |
| **7. MANUAL HANDLING AND GENERAL SAFETY ISSUES** | | | **YES** | **NO** | | **N/A** |
| Have all persons been instructed in and follow correct manual handling procedures? | | |  |  | |  |
| Are suitable trolleys and other mechanical aids available to move large and heavy items? | | |  |  | |  |
| Have persons who are generally seated been instructed in work breaks and exercises? | | |  |  | |  |
| Are suitable steps, platform ladders, etc, available to allow access to shelves, etc? | | |  |  | |  |
| Have all persons been instructed in emergency procedures, including fire and first aid? | | |  |  | |  |
| Is suitably stocked first aid kit available, and have persons been trained in first aid? | | |  |  | |  |
| Is fire control (extinguisher, fire blanket) available and fit for purpose and use? | | |  |  | |  |
| **COMMENTS** | | | **ACTION TAKEN** | | | |
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