

Workplace Safety Inspection – Common Areas/Office

College / Portfolio					
Location (identify building, level, rooms):					
Date of inspection					
Name of person(s) conducting inspection:					
No.	A. EMERGENCY HAZARDS	Yes	No	N/A	Comments / Action required
A1	Are emergency site plans displayed and oriented to their position?				
A2	Are all fire exits accessible, not blocked & uncluttered?				
A3	Is fire equipment accessible & unobstructed?				
A4	Are emergency exit lights functional?				
A5	Is fire equipment regularly serviced with tag attached and stamped within the last 6 months?				
No. B. FLOORS, AISLES , STAIRS & LANDING HAZARDS					
B1	Are all walkways free from cords, trip hazards and rubbish?				
B2	Are all entrances/exits and doorways kept clear?				
B3	Are all floors safe and not slippery?				
B4	Are slip resistant strips on edge (nosing) of steps in place?				
B5	Are handrails present and in good condition?				
B6	Are paths, corridors and floor coverings in good state of repair?				
No. C. ELECTRICAL HAZARDS					
C1	Are all power points, boards, and cords free of visible defects or overload?				
C2	Are there an adequate number of power points? (No double adaptors or piggy back plugs)				
C3	Are electrical appliances free from visible defects?				
C4	Are electrical appliances tested and tagged and in date?				
C5	Are power points and light switches in good working condition?				
No. D. GENERAL HAZARDS					
D1	Is the lighting adequate for work being performed?				
D2	Are all work areas clean and tidy?				
D3	Are all windows/ doors in good working condition?				
D4	Is there adequate ventilation?				
D5	Are furniture, desk/chairs ergonomic and in good condition?				
D6	Are ceilings in good condition and intact?				
D7	Are suitable and sufficient facilities provided for storage?				
D8	Are all materials and equipment stored safely?				
D9	If kitchen facilities present, are appliances free of damage, tidy and hygienic?				
No. E. OTHER HAZARDS					
E1					
E2					