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Office Safety Checklist

A professional office safety checklist covering ergonomics, electrical safety, walkways, emergency readiness, workstation setup, indoor environment, housekeeping, and first aid.

Global HSE Solutions | laboriahse.com | laboriahse@gmail.com

General guidance document. Professional review is required before operational use.

Purpose

This checklist helps companies review office safety conditions and identify practical improvements for worker comfort, emergency readiness, and day-to-day risk prevention.

When to Use

Use during monthly office inspections, onboarding reviews, workstation changes, after complaints or near misses, before internal audits, and when moving or redesigning work areas.

Who Should Use It

HSE managers, office managers, facility managers, supervisors, HR representatives, employers, and team leaders.

Checklist / Form Table

Item / Requirement	Yes	No	N/A	Comments	Corrective Action	Responsible Person	Due Date
Workstations are adjusted for comfortable posture							
Display screens, chairs, and desks are suitable for users							
Electrical cables and equipment are in safe condition							
Walkways and exits are clear from obstruction							
Lighting, temperature, ventilation, and noise are acceptable							
Housekeeping and storage arrangements are controlled							
First aid materials and emergency contacts are available							
Employees know how to report hazards and incidents							

Key Review Areas

- Workstation ergonomics and display screen equipment setup
- Electrical cables, sockets, adapters, and equipment condition
- Clear walkways, stairs, storage, and access routes
- Emergency exits, first aid, and evacuation information
- Indoor environment including lighting, temperature, ventilation, and noise
- Housekeeping, waste control, and storage practices
- First aid supplies and incident reporting arrangements
- Employee awareness of basic office safety rules

Common Red Flags

- Trailing cables across walking routes
- Overloaded adapters or damaged electrical equipment
- Poor workstation setup causing discomfort
- Blocked access to exits or first aid supplies
- Uncontrolled storage in corridors or work areas

Recommended Follow-Up

Prioritize issues affecting access, fire safety, electrical risk, and worker discomfort. Assign actions, confirm completion, communicate improvements, and review recurring issues during management meetings.

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