

6.4 Inspection checklist
For general office areas

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|---------------------|
| Site: |
| Specific Area: |
| Date of Inspection: |

| Item No. | Hazard | If hazard exists please ✓ If not, leave blank | Notes |
|----------|--|--|-------|
| 1 | Uneven, slippery floors, stairs | | |
| 2 | Trailing wires, cables, sockets | | |
| 3 | Damaged plugs, wire, electrical equipment | | |
| 4 | Obstructed, narrowed walkways, corridors, staircases | | |
| 5 | Fire escape route and doors obstructed | | |
| 6 | Access to fire extinguishers, alarm call point obstructed | | |
| 7 | Emergency exits not signed and/or escape routes not | | |
| 8 | Flammables used, stored near ignition sources | | |
| 9 | Accumulation of waste, rubbish | | |
| 10 | Unsafe, unstable furniture | | |
| 11 | Storage on top of cupboards | | |
| 12 | Unstable, overloaded top heavy filing cabinets | | |
| 13 | Untidy, congested, poorly organised store rooms, | | |
| 14 | Problems with building structure (eg loose tiles, cracked walls) | | |
| 15 | Unguarded, unsafe hazardous machinery, equipment | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |
| 19 | | | |
| 20 | | | |
| 21 | | | |

Names of people undertaking inspection

Name of person leading the inspection (print please)

Signature Date