**National Health and Safety Function, Workplace Health and Wellbeing Unit,**

**National HR Division**

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|  | **Checklist** | | | | |  |
| **Ref:CF:021:02** | **RE: Safety Checklist for Office Environments** | | | | | |
| ***Issue date:*** | May 2016 | ***Revised Date:*** | October 2020 | ***Review date:*** | October 2022 | |
| ***Author(s):*** | National Health & Safety Function - Information & Advisory Team | | | | | |
| **Note:** | This checklist has been developed to provide additional guidance for HSE Managers when undertaking workplace inspections. Remember a checklist must not become a tick box exercise; look at what activity is being undertaken and listen to what employees are saying.  The following is not a comprehensive list and can be modified to fit your business needs.  Further measures may need to be considered in relation to COVID 19 and the office environment. The following checklist is available in relation to social distancing - [COVID 19 - Social Distancing Working Environment](https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/covid-19-social-distancing-working-environment-risk-assessment.docx). Also available is [Instructions on how to clean your PC and desk](https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/health-and-safety-covid-19-instructions-on-how-to-clean-pc-and-desks.pdf) | | | | | |

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| **1.0 Office Environment** | | | | | | | | |
| **No.** | **Question** | **Yes** | **No** | | **N/A** | **Remedial Actions Required** | | |
| 1.1 | Is the area kept clean and tidy |  |  | |  |  | | |
| 1.2 | Is there adequate storage space |  |  | |  |  | | |
| 1.3 | Is the floor space free from obstructions |  |  | |  |  | | |
| 1.4 | Are floor coverings in good condition |  |  | |  |  | | |
| 1.5 | Is there enough space at the work station |  |  | |  |  | | |
| **2.0 Working Environment** | | | | | | | | |
| 2.1 | Is the temperature comfortable |  |  | |  |  | | |
| 2.2 | Is lighting adequate |  |  | |  |  | | |
| 2.3 | Is there adequate ventilation |  |  | |  |  | | |
| 2.4 | Is all waste disposed of correctly and regularly (re cycled where possible) |  |  | |  |  | | |
| **3.0 Office Equipment** | | | | | | | | |
| 3.1 | Have all relevant, Display Screen Equipment (DSE) workstations been assessed  (all employees required to complete DSE e-learning programme on HseLand once identified as a DSE user) |  |  | |  |  | | |
| 3.2 | Is all electrical equipment maintained in accordance with manufacturers/suppliers conditions |  |  | |  |  | | |
| 3.3 | Are filing cabinets, shelving maintained and secure |  |  | |  |  | | |
| 3.4 | Are keyboard and telephone cleaning materials available |  |  | |  |  | | |
| **4.0 Welfare Facilities** | | | | | | | | |
| 4.1 | Are suitable and sufficient sanitary and washing facilities available |  |  | |  |  | | |
| 4.2 | Is a suitable facility available for taking breaks |  |  | |  |  | | |
| **5.0 Emergency Procedures** | | | | | | | | |
| 5.1 | Are all escape routes and fire exit doors clear of obstructions |  | |  | | |  |  |
| 5.2 | Can all fire exits be opened quickly and easily |  | |  | | |  |  |
| 5.3 | Is the fire alarm panel checked daily and if faults are shown they are reported immediately |  | |  | | |  |  |
| 5.4 | Are luminaires and exit signs working, in good condition and visible |  | |  | | |  |  |
| 5.5 | Are all fire extinguishers in place and clearly visible |  | |  | | |  |  |
| 5.6 | Is a fire log book used and kept up to date for recording all training; evacuation drills; maintenance and testing |  | |  | | |  |  |
| 5.7 | Are all occupants of the premises aware of their role in the fire emergency plans |  | |  | | |  |  |
| **6.0 Management Arrangements** | | | | | | | | |
| 6.1 | Have risk assessments been completed for the location and the activities being taken |  | |  | | |  |  |
| 6.2 | Is a current Safety Statement available based on hazard identification and risk assessment |  | |  | | |  |  |
| 6.3 | Are all employees made aware of the Safety Statement and its location at least annually |  | |  | | |  |  |
| 6.4 | Are employees aware of the safe working practices in place to allow them to undertake their work activities safely |  | |  | | |  |  |
| **Additional Information available from:** | | | | | | | | |
| [S.I. No. 299/2007 - Safety, Health and Welfare at Work (General Application) Regulations 2007](http://www.irishstatutebook.ie/eli/2007/si/299/made/en/print)  <https://healthservice.hse.ie/staff/benefits-services/health-and-safety/> | | | | | | | | |

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| **Summary of Corrective Action (s)** | | | | |
| No | Action | Time scale | Responsible Person | Date Completed |
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Checklist carried out by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_