Office Safety – SAFETY CHECKLIST



An office safety checklist for aisle ways and floors.

- Aisle clearance is adequate for two-way traffic and for unobstructed access to all parts of the office and building?
- Office arrangement allows easy exit under emergency conditions?
- There are no tripping hazards in the area created from either placement of loose objects, furniture projection, loose carpeting or floor tile?
- Floors are clear of pencils, bottles & other loose objects that may create a slipping hazard?
- Are aisles, exits, stairwells and doorways are kept clear at all times?
- Office furniture, equipment & electrical appliances are arranged to obtain maximum safety…