

## OFFICE EHS INSPECTION CHECKLIST

<b>Location</b>	
<b>Department / Areas Covered</b>	
<b>Inspection Date &amp; Time</b>	
<b>Inspected By</b>	

<b>Rating</b>	<b>Y</b>	<b>Acceptable</b>	<b>N/A</b>	<b>Not Applicable</b>	<b>R</b>	<b>Rectified during inspection</b>
<b>Column</b>	<b>N</b>	<b>Unacceptable - Action required</b> Enter details in Mango Improvement Module			<b>S</b>	<b>Instructions issued</b>

Item	Rating	Comments	Mango IMP No
<b>Emergency Response</b>			
Are all access and egress points readily accessible?			
Are exit signs in place and illuminated (if applicable)?			
Are fire extinguishers located in an easy to see location?			
Alarm systems tested and checked for operation			
Are fire and evacuation plans located is easy to see locations?			
Is a first aid kit available?			
<b>Environment</b>			
Is the temperature and airflow in the room adequate?			
Is the lighting adequate for tasks?			
Are there any sources of excessive noise?			
Is the area free from odour?			
<b>Electrical Equipment</b>			
Is electrical equipment tested and tagged and in date or protected by a safety switch.			
Has safety switch been tested?			
Are electrical appliances in a safe working area?			
Are leads/cords kept clear of walkways and under desks?			
Is there sufficient space for large documents, completed work or writing?			
<b>Housekeeping</b>			
Is the area tidy and well kept?			
Are items safely stored so they are not at risk of falling off or causing injury?			
Are floor coverings in good condition? Are			

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they free of trip hazards?			
Is the work/floor area clear of electrical leads/network cables or obstructions?			
Are filing cabinets/desk drawers closed when not in use?			
Are waste paper bins free of hazardous material?			
<b>Manual Handling</b>			
Are frequently used items within easy access between knee and shoulder?			
Are heavy items stored at waist height?			
Are step ladders or stools used to access items stored on high shelves?			
Are trolleys available and used to transport items?			
<b>Ergonomics</b>			
Is the workstation set up correctly? a) Is a footrest available if required? b) Is the chair fully adjustable? (seat and back)? c) Is the monitor adjusted to correct height? (arms-length away from user)? d) Is a document holder provided? e) Is the keyboard, monitor and worker front on? f) Are shoulders relaxed and forearms parallel with keyboard?			
Is space under the desk clear to allow symmetrical posture to access workspace on the desk?			
<b>Other Hazards</b>			
<b>Comments</b>			
(Provide additional information on deficiencies or other health and safety issues identified)			