



Office Safety Checklist

conducted for

J.S. Black

Office location

Jalan Berembang - Kg Gua, Kampung Telemin, 27100 Padang Tengku, Pahang, Malaysia

Conducted on

28 May 2018 07:22 AM

Prepared by

Carlo Segawan

Completed on

28 May 2018 09:11 AM



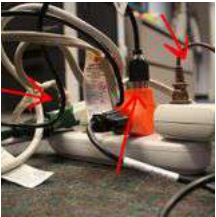

Score




62/74.0 - 83.78%

Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Walkways free of obstacles?	No	Emergency exit was obstructed with office supplies
<div data-bbox="92 454 308 667" data-label="Image"> </div> <div data-bbox="137 669 260 701" data-label="Caption"> <p>Appendix 2</p> </div>		
Signage posted if floors are wet?	No	Water spillage was found on the pantry unattended.
<div data-bbox="92 866 308 1079" data-label="Image"> </div> <div data-bbox="137 1081 260 1113" data-label="Caption"> <p>Appendix 3</p> </div>		
Drawers closed when not in use?	No	These drawers were left open even not in use
<div data-bbox="92 1279 308 1491" data-label="Image"> </div> <div data-bbox="137 1494 260 1525" data-label="Caption"> <p>Appendix 4</p> </div>		
Are all cables in good repair, no frayed wires or cables?	No	Saw frayed electrical cable
<div data-bbox="92 1691 308 1904" data-label="Image"> </div> <div data-bbox="137 1906 260 1937" data-label="Caption"> <p>Appendix 5</p> </div>		

Question	Response	Details
The waste container is sufficient and there is no overflowing garbage?	No	Overloaded waste containers
 <p data-bbox="140 506 256 533">Appendix 6</p>		
Extinguishers available & accessible?	No	Fire extinguisher was hidden behind water dispenser
 <p data-bbox="140 920 256 947">Appendix 7</p>		
Emergency numbers close to all phones?	No	No emergency number at the vicinity
Electrical Outlets not overloaded?	No	Electrical outlet is overloaded
 <p data-bbox="140 1361 256 1388">Appendix 9</p>		
Electrical cords secure?	No	Extension cord was left even not in use
 <p data-bbox="140 1736 256 1762">Appendix 10</p>		

Question	Response	Details
Monitors adjusted to the right height (Top of the screen should be at eye level)?	No	Monitors are too near to the worker
 <p data-bbox="134 506 261 533">Appendix 11</p>		
Shoulders relaxed and forearms parallel with keyboard?	No	Stiff shoulders and improper sitting position
 <p data-bbox="134 918 261 945">Appendix 12</p>		
Chairs are set-up so that the thighs are parallel to the floor?	No	Chair is too high making the feet of the worker unparallel to the floor
 <p data-bbox="134 1330 261 1357">Appendix 13</p>		

Actions

#1. Put these items in the storage room

Assignee: jam@jsb.com
Priority: HIGH
Due Date: 29 May 2018 07:25 AM
Audit: J.S. Black / 28 May 2018 / Carlo Segawan
Linked to item: Walkways free of obstacles?
Status: To Do

#2. Please put a signage when floor is wet

Assignee: jam@asb.vom
Priority: HIGH
Due Date: 28 May 2018 08:30 AM
Audit: J.S. Black / 28 May 2018 / Carlo Segawan
Linked to item: Signage posted if floors are wet?
Status: To Do



#3. Replace this cable



Assignee: hanna@asb.com
Priority: HIGH
Due Date: 28 May 2018 09:55 AM
Audit: J.S. Black / 28 May 2018 / Carlo Segawan
Linked to item: Are all cables in good repair, no frayed wires or cables?
Status: To Do


#4. Post emergency numbers near telephone



Assignee: jo@asb.com
Priority: HIGH
Due Date: 01 Jun 2018 08:40 AM
Audit: J.S. Black / 28 May 2018 / Carlo Segawan
Linked to item: Emergency numbers close to all phones?
Status: To Do



Audit - 62/74 83.78%

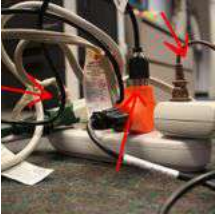

Question	Response	Details
General Information		
Nature of Business	Publishing Company	
Office level/floor	56th Floor	
Number of Employees	500 employees	
Procurement Manager	Carlo Segawan	
Walking Surfaces		Score (4/6) 66.67%
The area is tidy and well kept?	Yes	The office area is clean and tidy.
 <p>Appendix 1</p>		
Walkways free of obstacles?	No	Emergency exit was obstructed with office supplies
 <p>Appendix 2</p>		



Question	Response	Details
<p>REFERENCE: This walkway is free from obstacles [This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]</p> 		
Is floor free of obstructions?	Yes	
Cords anchored or covered?	Yes	
Floor coverings in good condition?	Yes	
Signage posted if floors are wet?	No	Water spillage was found on the pantry unattended.
 <p>Appendix 3</p>		
Furniture & Office Equipment		Score (5/5) 100.00%
In good mechanical condition?	Yes	
Properly assembled and adjusted?	Yes	
Items secured from tipping?	Yes	All equipment in good working condition
Free from sharp edges and corners?	Yes	
Loose clothing and jewelry secured?	N/A	
Employees instructed on safe/proper use?	Yes	



Question	Response	Details
Bookcases, Shelves & Cabinets		Score (5/6) 83.33%
Secured from tipping?	Yes	
In good condition?	Yes	
Drawers closed when not in use?	No	These drawers were left open even not in use
 <p>Appendix 4</p>		
Material safely stacked and stored?	Yes	
Heavier items between knuckle and shoulder height?	Yes	
Step stools/ ladder available if needed?	Yes	
Indoor Air Quality		Score (2/2) 100.00%
Ventilation systems regularly inspected, tested and maintained?	Yes	
Air inlets and exhaust free of accumulation of dust and mould?	Yes	
Copier Room		Score (7/8) 87.50%
Is the copier turned off when clearing paper jams?	Yes	
Is the MSDS for toner readily available?	Yes	
Has the person who changed the toner read the MSDS?	Yes	
Is the lid kept in the down position when in use?	Yes	


Question	Response	Details
Are all cables in good repair, no frayed wires or cables?	No	Saw frayed electrical cable
 <p>Appendix 5</p>		
Is the room suitably ventilated when the machines are in operation?	Yes	
If toner is spilled, does staff know how to clean it up (vacuuming is recommended)?	Yes	
Are the copiers maintained, is there maintenance log available for review?	Yes	
Housekeeping		Score (2/3) 66.67%
Surface dust levels low?	Yes	
Material neatly and safely piled?	Yes	
The waste container is sufficient and there is no overflowing garbage?	No	Overloaded waste containers
 <p>Appendix 6</p>		
Training		Score (4/4) 100.00%
Employees aware of emergency procedures?	Yes	
Employees aware of security procedures?	Yes	Employees have undergone proper training regarding office safety regulations
Employees provided information and instruction regarding hazards?	Yes	
Staff training current?	Yes	

Question	Response	Details
Worker Awareness		Score (4/4) 100.00%
Workers know how to report an accident or a hazard?	Yes	
Workers know the evacuation procedure?	Yes	All employees underwent orientation
Workers know whom to contact for first aid assistance?	Yes	
Workers know the location of fire extinguishers and how to use them?	Yes	
Fire Prevention		Score (4/6) 66.67%
Extinguishers available & accessible?	No	Fire extinguisher was hidden behind water dispenser
 <p data-bbox="140 1034 256 1061">Appendix 7</p>		
Extinguishers tag dated monthly?	Yes	
Fire exits clear?	Yes	
Emergency numbers close to all phones?	No	No emergency number at the vicinity
Fire doors closed?	Yes	
Fire exits lit?	Yes	Fire exits were lit
 <p data-bbox="140 1686 256 1713">Appendix 8</p>		

Question	Response	Details
Electrical Safety		Score (8/10) 80.00%
Electrical Outlets not overloaded?	No	Electrical outlet is overloaded
 <p>Appendix 9</p>		
Electrical cords in good condition?	Yes	
Grounding pins on plugs are present?	Yes	
Access to electrical panels is clear and unobstructed?	Yes	
Breakers in the electrical panel properly labelled and legible?	Yes	
GFCI pass first test using push buttons built into the outlet receptacle?	Yes	
Extension cords are not used as replacement of permanent wiring?	Yes	
Electrical cords secure?	No	Extension cord was left even not in use
 <p>Appendix 10</p>		
Faulty equipment is tagged out?	Yes	
Electrical Faceplates secure?	Yes	
First Aid		Score (4/4) 100.00%
First aid kits available?	Yes	
First aid kits checked monthly?	Yes	First aid kit contents were up to date
Certificates of First Aiders posted and current?	Yes	

Question	Response	Details
First aid log sheets available and in use?	Yes	
Procedures		Score (5/5) 100.00%
Workstation ergonomically correct?	Yes	
Correct workstation setup guide posted?	Yes	
Workers aware of the office Policy?	Yes	
Office Policy found in inspection area?	Yes	
Emergency Procedures posted?	Yes	
Ergonomics		Score (3/6) 50.00%
Chairs fully adjustable (seat and back)?	Yes	
Monitors adjusted to the right height (Top of the screen should be at eye level)?	No	Monitors are too near to the worker
 <p>Appendix 11</p>		
Shoulders relaxed and forearms parallel with keyboard?	No	Stiff shoulders and improper sitting position
 <p>Appendix 12</p>		
Footrest available if required?	N/A	
Document holder available if required?	Yes	

Question	Response	Details
Chairs are set-up so that the thighs are parallel to the floor?	No	Chair is too high making the feet of the worker unparallel to the floor
 <p>Appendix 13</p>		
Are frequently used items located within the person's primary zone?	Yes	
Security		Score (3/3) 100.00%
Visitors have read safety rules?	Yes	
There is a sign posted telling visitors that they must sign in?	Yes	
Visitors have signed the log book?	Yes	
Parking Lot		Score (2/2) 100.00%
Is the parking lot clear of debris?	Yes	Parking lot clear of debris
 <p>Appendix 14</p>		
Are there any potholes that may result in a trip hazard?	N/A	
Are sidewalks, ramps and walking surfaces in good repair?	Yes	

Question	Response	Details	
Completion			
Any other observations or recommendations	<ol style="list-style-type: none"> 1. Avoid stacking office supplies on the walkways. Check if there are torn carpets, loose floorings. 2. Ensure area has no spillage or wet surfaces to avoid slips. In case of maintenance ensure to use proper signage. 3. Always close the drawers after use. 4. Inspect for any frayed power cords. Call maintenance for necessary repairs 5. Waste container is sufficient and there is no overflowing garbage. 6. Fire extinguishers should always be placed on accessible area. 7. Avoid overloading outlet. Use extension cords instead. 8. Apply correct ergonomic practices 		
Full Name and Signature of the Inspector	Carlo Segawan	28 May 2018 09:06 AM	

Media



Appendix 1



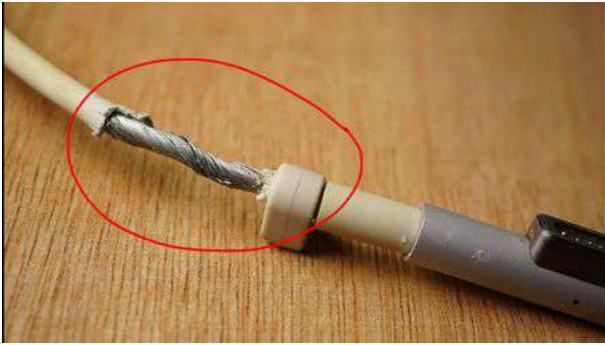
Appendix 2



Appendix 3



Appendix 4



Appendix 5



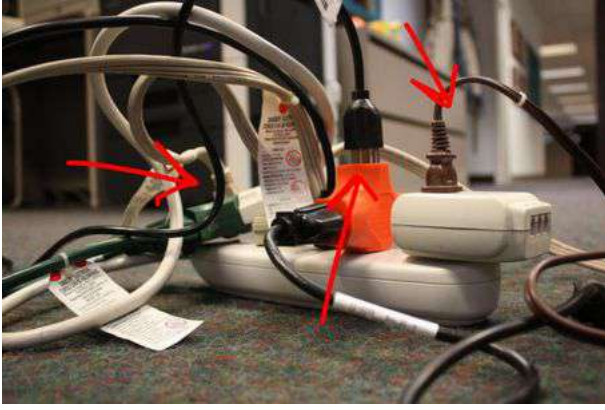
Appendix 6



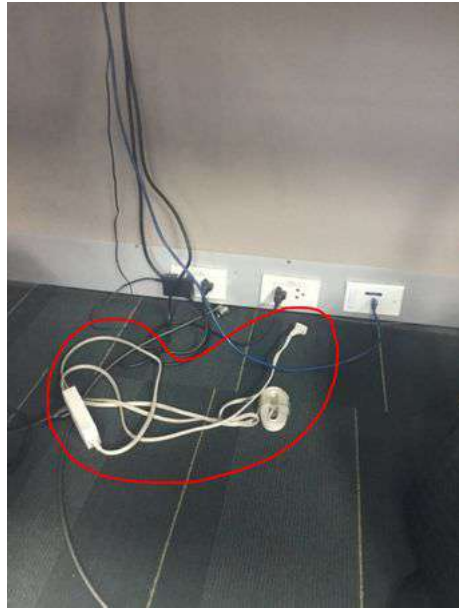
Appendix 7



Appendix 8



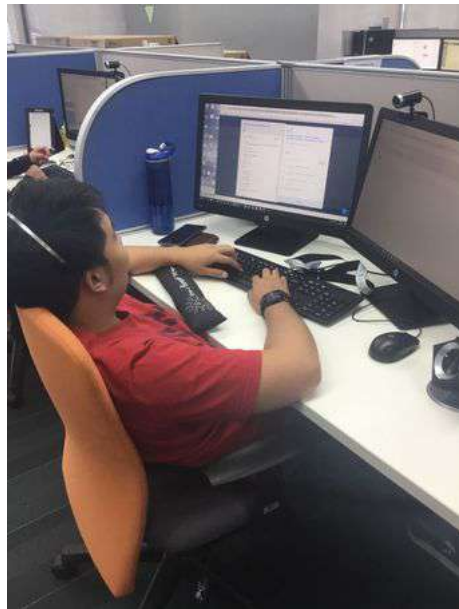
Appendix 9



Appendix 10



Appendix 11



Appendix 12



Appendix 13



Appendix 14