



Office Safety Checklist

J.S. Black / 19 Apr 2023 / Carlo Segawan

Complete

Score	83.78%	Flagged items	12	Actions	0
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Client / Site

J.S. Black

Office location

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

Conducted on

19.04.2023 09:00 PST

Prepared by

Carlo Segawan

Flagged items

12 flagged

Audit / Walking Surfaces

Walkways free of obstacles?

No

Emergency exit was obstructed with office supplies



Photo 2

Audit / Walking Surfaces

Signage posted if floors are wet?

No

Water spillage was found on the pantry unattended.



Photo 3

Audit / Bookcases, Shelves & Cabinets

Drawers closed when not in use?

No

These drawers were left open even not in use



Photo 4

Audit / Copier Room

Are all cables in good repair, no frayed wires or cables?

No

Saw frayed electrical cable



Photo 5

Audit / Housekeeping

The waste container is sufficient and there is no overflowing garbage?

No

Overloaded waste containers



Photo 6

Audit / Fire Prevention

Extinguishers available & accessible?

No

Fire extinguisher was hidden behind water dispenser



Photo 7

Audit / Fire Prevention

Emergency numbers close to all phones?

No

No emergency number at the vicinity

Audit / Electrical Safety

Electrical Outlets not overloaded?

No

Electrical outlet is overloaded



Photo 9

Audit / Electrical Safety

Electrical cords secure?

No

Extension cord was left even not in use



Photo 10

Audit / Ergonomics

Monitors adjusted to the right height (Top of the screen should be at eye level)?

No

Monitors are too near to the worker



Photo 11

Audit / Ergonomics

Shoulders relaxed and forearms parallel with keyboard?

No

Stiff shoulders and improper sitting position



Photo 12

Audit / Ergonomics

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



Photo 13

General Information

Nature of Business

Publishing Company

Office level/floor

56th Floor

Number of Employees

500 employees

Procurement Manager

Carlo Segawan

Walking Surfaces

2 flagged, 66.67%

The area is tidy and well kept?

Yes

The office area is clean and tidy.



Photo 1

Walkways free of obstacles?

No

Emergency exit was obstructed with office supplies



Photo 2

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]



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.



Photo 3

Furniture & Office Equipment

100%

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

Bookcases, Shelves & Cabinets

1 flagged, 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



Photo 4

Material safely stacked and stored?

Yes

Heavier items between knuckle and shoulder height?

Yes

Step stools/ ladder available if needed?

Yes

Indoor Air Quality

100%

Ventilation systems regularly inspected, tested and maintained?

Yes

Air inlets and exhaust free of accumulation of dust and mould?

Yes

Copier Room

1 flagged, 87.5%

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

Are all cables in good repair, no frayed wires or cables?

No

Saw frayed electrical cable



Photo 5

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

1 flagged, 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



Photo 6

Training

100%

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

Worker Awareness

100%

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

2 flagged, 66.67%

Extinguishers available & accessible?

No

Fire extinguisher was hidden behind water dispenser



Photo 7

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



Photo 8

Electrical Safety

2 flagged, 80%

Electrical Outlets not overloaded?

No

Electrical outlet is overloaded




Photo 9

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	
	
Photo 10	
Faulty equipment is tagged out?	Yes
Electrical Faceplates secure?	Yes
First Aid	100%
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
First aid log sheets available and in use?	Yes
Procedures	100%
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

3 flagged, 50%

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



Photo 11

Shoulders relaxed and forearms parallel with keyboard?

No

Stiff shoulders and improper sitting position



Photo 12

Footrest available if required?

N/A

Document holder available if required?

Yes

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



Photo 13

Are frequently used items located within the person's primary zone?

Yes

Security

100%

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

100%

Is the parking lot clear of debris?

Yes

Parking lot clear of debris



Photo 14

Are there no potholes that may result in a trip hazard?

N/A

Are sidewalks, ramps and walking surfaces in good repair?

Yes

Completion

Any other observations or recommendations

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
19.04.2023 09:27 PST

Media summary



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6

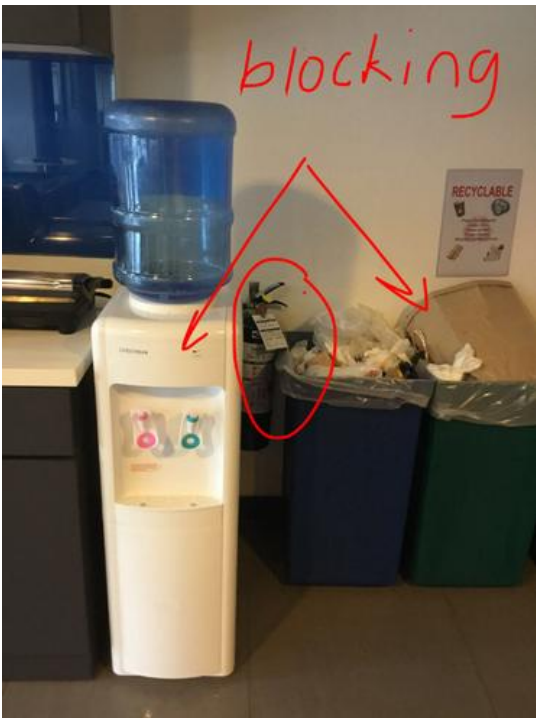


Photo 7



Photo 8

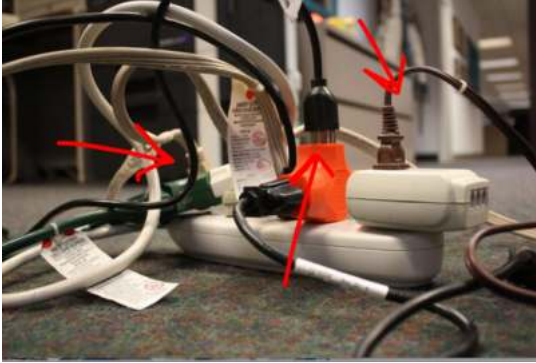


Photo 9

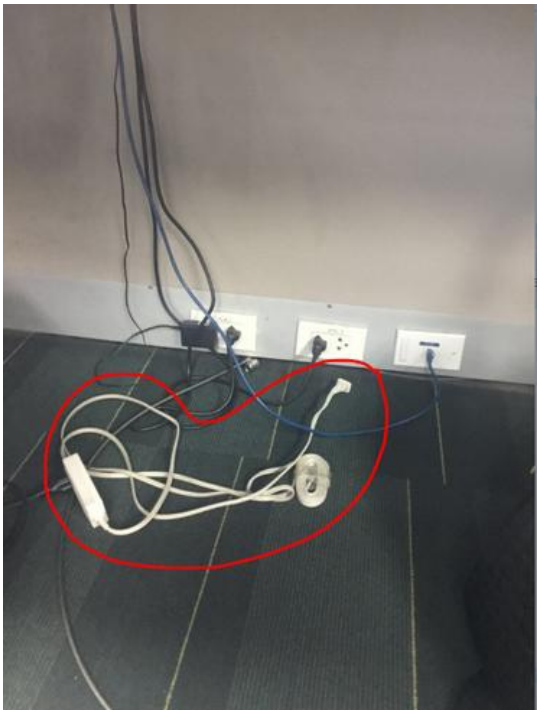


Photo 10

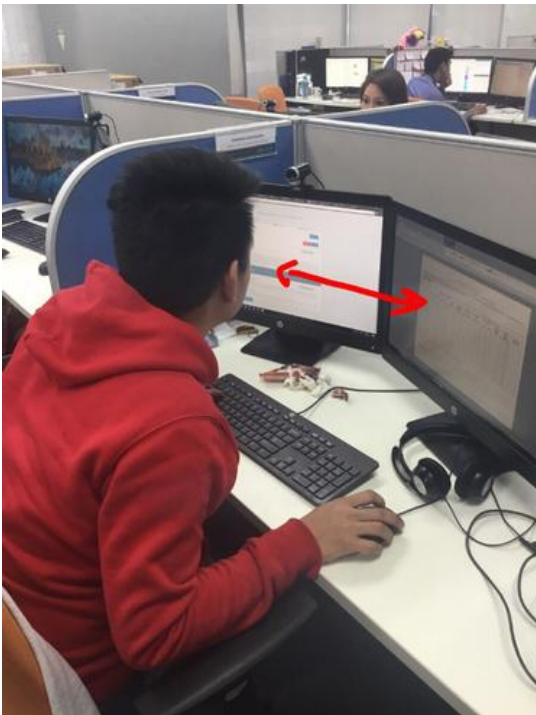


Photo 11

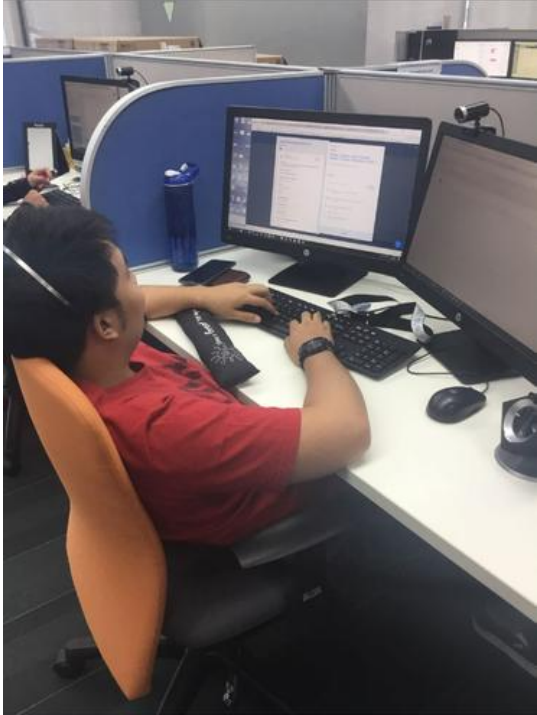


Photo 12



Photo 13



Photo 14