

STAFFORD COUNTY PUBLIC SCHOOLS
 Safety, Security and Risk Management
WORKPLACE SAFETY & FIRE CHECKLIST

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Inspection Site:	
Inspection Date:	
Workplace Inspection Team:	
Name	Name

S denotes satisfactory/U denotes unsatisfactory

Office Safety	S	U	Comments
Chair type and sitting posture			
Office space and design			
Ergonomic layout – twisting, bending, reaching			
Stacking and storage			
Persons protected from sharp objects			

Housekeeping	S	U	Comments
Floors – cleanliness and condition			
Windows – cleanliness			
Tidiness – storage areas			
Tidiness – work areas			
Tidiness – coffee making/rest areas			
Provision of waste disposal			

Indoor Environment	S	U	Comments
Adequacy of ventilation			
Adequacy and suitability of lighting			
Glare levels satisfactory for tasks			
Temperature range comfortable			

Access/ Egress	S	U	Comments
Passageways – free from obstructions			
Exits – accessible, sign posted			
Adequacy of traffic flow			

Fire Safety	S	U	Comments
Fire equipment serviceability			
Fire equipment adequacy			
Fire equipment accessibility			
Storage of flammable materials OK			
Fire escape facilities and evacuation plans and procedures in place			

First Aid And Hygiene	S	U	Comments
First aid kits near and accessible			
Supply of running water, soap, towels, etc.			

