

Company Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

#041

## OFFICE SAFETY – WORKPLACE SAFETY INSPECTIONS

Office inspections help prevent workplace injuries and illnesses. An office inspection is a critical element in a well functioning health and safety program and is designed to listen to the concerns of workers and supervisors, identify existing and potential hazards, determine underlying causes of hazards, monitor hazard controls, and recommend corrective action.

### Aspects to Examine in the Office:

Every inspection must examine who, what, where, when and how. Pay particular attention to items most likely to develop unsafe or unhealthy conditions because of location, stress, wear, vibration, heat, ergonomics or misuse. Supervisors should inspect each workstation and each employee should inspect their own personal workspace for potentially hazardous conditions and report them to a supervisor who can then recommend a corrective course of action.

### Types of workplace hazards include:

- Safety hazards; unsafe workplace conditions, unsafe work practices.
- Biological hazards caused by viruses, bacteria, fungi and parasites.
- Chemical hazards caused by a solid, liquid, vapor, gas, dust, or mist.
- Ergonomic hazards caused by anatomical, physiological, and psychological demands on the worker, such as repetitive and forceful movements, vibration, temperature extremes, and awkward postures arising from improper work methods and improperly designed workstations, tools, and equipment.
- Physical hazards caused by noise, vibration, energy, weather, heat, cold, electricity, radiation and pressure.

Inspection checklists are an excellent basic tool to help clarify inspection responsibilities, control inspection activities and permit easy on-the-spot recording of findings. But be careful, not to become so intent on noting the details listed that your inspection misses other hazardous conditions! If needed, Courage Safety Systems can visit your office and perform an initial office inspection and training as well as provide checklists and report templates that can help your team maintain an effective office safety and health program.

Meeting Conducted By:

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Print Name

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Signature

Meeting Attended By:

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Document Filing Reference

Notes & Suggestions

Filing Instructions: Copies of this "Tailgate Talk" should be filed in employer's safety training records and cross-referenced in each employee safety-training file. This is intended as a guide only- all rights reserved.