

Safety Check List for Offices / Buildings

Location -

Date & Time –

In charge of the Office -

Note - All the items in the checklist should indicate "Yes" for safe operation. If any item indicates 'No' then appropriate safety precautions should be advised to concerned or work may be stopped if it's posing immediate danger to the life of any person working thereat.

Sr. No.	Item	Yes	No	Remarks
1	Structural stability certificate of the building is available			
2	Condition of Staircase is satisfactory with handrails & non slip surface			
3	Flooring is even / not broken & present no hazard for any slipping or tripping or falling from height			
4	Through visual inspection of walls or ceiling condition seems satisfactory & do not possess any danger of falling of loose plaster or crack.			
5	Through visual inspection ceiling fan condition seems satisfactory			
6	Do not present any electrical hazard i. e. exposed/naked wires, overloading of any electrical point, missing covers or hanging of electrical fixtures, contact of any electrical connection with water/leakage, unsafe wire joints, provision of circuit breaker, etc.			
7	Satisfactory illumination level in the office as well as in passage			
8	Proper Ventilation in the office			
9	Window condition is ok & do not present any falling hazard			
10	Whenever A/C unit is installed near or above door then alternate exit/escape route is available.			
11	Drinking water with filter system. Provision of cooler during summer season.			
12	Adequate facility of toilet block is available			
13	Satisfactory cleanliness is maintained			
14	Sufficient Fire extinguisher is available & it is tested/inspected.			
15	Any provision of Hydrant point with fire Hose. If yes, then no part of hydrant system is missing			
16	No obstruction to any fire extinguisher / fire hydrant / fire hose			
17	If any carbon dioxide extinguisher is kept, then staff thereat is made aware of its hazard			

18	If any Pantry / kitchen exists, then proper storage of Gas cylinder			
19	First Aid Box with requisite medicines is maintained.			
20	'First Aid available here' is displayed at prominent place			
21	No stacking of office material, which present any danger of falling			
22	Board of emergency contact numbers is available			
23	Safe exit is available & it is not obstructed/locked			
24	In case of any emergency, staff is aware of nearest Assembly Point			

Office Incharge / Safety Inspector

Concerned officer / Safety Officer

c. c. to the concerned department - for information & necessary action.