

Office Health & Safety Checklist

Daily / Weekly Supervisor Safety Checklist

For routine daily/weekly/monthly inspections in office environments.

1. General Workplace Conditions

Walkways and corridors clear of obstructions	
Floors clean, dry, and free from trip hazards	
Lighting adequate in all areas (including stairwells)	
Temperature and ventilation comfortable and functioning	
Welfare facilities clean, stocked, and accessible	

2. Fire Safety

Fire exits unobstructed and clearly signed	
Fire doors closed and functioning and not wedged open	
Fire extinguishers in place and in date and accessible	
Fire alarm panel shows no faults	
Emergency lighting operational and tested	
Evacuation routes displayed and up to date	

3. Electrical Safety

No damaged plugs, sockets, or trailing cables	
PAT-tested equipment in date	
Extension leads used safely (no daisy-chaining)	
Server rooms tidy, ventilated, and secure	
Portable heaters used safely and only where authorised	

4. Display Screen Equipment (DSE)

Workstations set up ergonomically	
Chairs adjustable and in good condition	
Screens positioned at correct height and distance	
Staff have completed DSE self-assessments	
Breaks and task rotation encouraged	

5. Housekeeping & Storage

Shelving secure and not overloaded	
Storage areas tidy and organised	
Waste disposed of correctly and regularly	
Cleaning materials stored safely	
No items stored in stairwells or escape routes	



6. First Aid & Emergency Preparedness

First aid kits stocked and in date	
Trained first aiders available and clearly listed	
Accident book accessible and up to date	
Defibrillator (if present) checked and accessible	
Emergency contact numbers displayed	

7. Behaviour, Culture & Safe Working

Staff following safe systems of work	
Lone working procedures followed (if applicable)	
Visitors signed in and supervised	
Near-misses reported and reviewed	
Staff aware of incident reporting process	

8. Hazardous Substances

Cleaning chemicals stored securely	
COSHH assessments available for all substances	
Aerosols and sprays used safely	
Spill kits available where required	

9. Welfare & Wellbeing

Drinking water available	
Break areas clean and hygienic	
Stress, workload, and wellbeing concerns monitored	
Reasonable adjustments in place where needed	

10. Documentation & Compliance

Risk assessments current, available and relevant	
Fire Risk Assessment in date	
Toolbox talks delivered and recorded	
Training records up to date	
Inductions completed for new starters	
Previous inspection actions closed out	



11. Supervisor Notes

Observations:

Actions Required:

Responsible Person:

Completion Date:

Prepared by:

KIS Health and Safety Specialists

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