**Purpose:** Use this checklist to help ensure your workspace is safe and compliant with general safety practices. This tool can be customized for departmental needs. Consider reviewing it quarterly or during routine safety checks.

**Work Environment**

* Floors are free of tripping hazards (e.g., cords, loose rugs, clutter)
* Carpets/rugs are secured and lie flat
* Walkways and exits are clear and accessible
* Adequate lighting is provided in all work areas and walkways
* Noise levels are within acceptable limits

**Ergonomics**

* Chairs provide proper lumbar support and adjustability
* Desks and monitors are at appropriate height and distance
* Employees are encouraged to take breaks and stretch regularly
* Keyboards and mice are positioned to prevent strain

**Electrical Safety**

* Electrical cords are in good condition (no frays or exposed wires)
* Power strips are not overloaded
* Extension cords are used only temporarily
* Outlets are not blocked or overloaded

**Fire & Emergency Preparedness**

* Fire extinguishers are available and inspected annually
* Employees know evacuation routes and meeting points
* Emergency exits are marked and unobstructed
* First aid kits are accessible and fully stocked

**Chemical & Material Safety (if applicable)**

* Cleaning chemicals are labeled and stored properly
* Safety Data Sheets (SDS) are accessible
* Employees using chemicals are trained in proper handling

**General Practices**

* Employees know how to report workplace injuries or hazards
* Safety signage is posted where appropriate
* Security protocols (e.g., ID badges, secure entry) are followed
* Workspaces are free of unnecessary clutter