Workplace Safety Assessment Form (Office Sample)

Download our **free workplace safety assessment form** sample designed specifically for office environments. This comprehensive template helps identify potential hazards and ensures compliance with safety regulations. Use it to create a safer, more productive workspace for your team.

Office / Department:

Assessment Date:

Person Conducting Assessment:

Location:

No.	Hazard/Area	Yes/No	Details/Actions Required
1	Emergency exits are clearly marked and accessible	--Select--	
2	Fire extinguishers are available and inspected	--Select--	
3	Electrical cords are intact and not a tripping hazard	--Select--	
4	Workstations are ergonomically set up	--Select--	
5	First aid kit is available and stocked	--Select--	
6	Floors are clean, dry, and free from slip/trip hazards	--Select--	
7	Lighting is adequate throughout the office	--Select--	
8	Proper storage of office materials (no blocked walkways)	--Select--	

Additional Hazards/Comments:

Assessor Signature:

Date:

Submit Assessment

*This is a general sample for informational purposes. Customize it to fit the specific needs of your office environment.