

Safety Observation Questionnaire for Office Environments

A **safety observation questionnaire** for office environments helps identify potential hazards and promote a secure workplace. It enables employees to report unsafe conditions and practices effectively. Regular use of this tool enhances overall office safety and reduces the risk of accidents.

Observer Information

Name:

Department:

Date of Observation:

Observation Details

Location Observed:

Have you observed any safety hazards?

--Please choose an option--

If yes, please describe the hazard(s):

Office Safety Checklist



Walkways are clear, dry, and free of obstructions



Electrical cords are secure and not a tripping hazard



First aid kit is accessible and stocked



Fire exits are clear and clearly marked



Chairs, desks, and monitors are properly adjusted (ergonomics)



Required Personal Protective Equipment (PPE) is available and used as needed

Comments & Suggestions

Additional comments or suggestions to improve office safety:

Submit Observation