

# 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