

Daily Office Safety Inspection Log Form

This **daily office safety inspection log form** sample ensures a thorough check of workplace hazards, promoting a safer environment. It helps in documenting safety compliance and identifying potential risks promptly. Regular use of this form supports maintaining organizational safety standards efficiently.

Date of Inspection:

Inspector Name:

Department/Area:

Checklist

Item	Status (OK/Needs Attention)	Comments/Action Required
Walkways free of trip hazards	OK <input type="button" value="▼"/>	<input type="text"/>
Emergency exits accessible & unblocked	OK <input type="button" value="▼"/>	<input type="text"/>
Fire extinguishers visible & inspected	OK <input type="button" value="▼"/>	<input type="text"/>
Electrical cords/cables in good condition	OK <input type="button" value="▼"/>	<input type="text"/>
Proper storage of materials & supplies	OK <input type="button" value="▼"/>	<input type="text"/>

Additional Notes / Hazards Observed:

Describe any other safety issues or corrective actions here.

Inspector Signature:

Date:

Submit Inspection Log