



SAFETY INSPECTION CHECKLIST

Are the following structures built to ensure safety?			
i) swinging doors			
ii) floors and wall opening			
iii) ladders, stairways and ramps			

Air Handling System

Are paper and waste properly disposed of?			
Are desk and file drawers kept closed when not in use?			
Are office accessories in secure places?			

Are materials stacked on desks or cabinets?