

|  |
| --- |
| W [www.thehrpeople.com.au](http://www.thehrpeople.com.au) E: [kvercoe@thehrpeople.com.au](mailto:kvercoe@thehrpeople.com.au) M: 0408008678 |

**OH&S CHECKLIST FOR SMALL OFFICE/ HOME OFFICE**

1. Is there a working smoke detector?
2. Is there an ergonomic chair and adequately sized work surfaces?
3. Is a fire extinguisher readily available?
   * Must be small and able to use – can everyone use them?
4. Is a basic first aid kit easily accessible?
5. Are exits from the work area clear and unobstructed?
6. Are all electrical cords and appliances safely secured?
7. Are there any tripping hazards?
8. Are all floor coverings safe and non-slip?
9. Are there appropriate handrails on any stairs?
10. Is the lighting appropriate for the work being undertaken?
11. Is there proper ventilation and adequate heating/cooling?
12. Ask the employee to think about any hazards that they see that might cause them harm in their workplace – eg: must they cross the street to get to the closest shops – reminder to use the lights (where available).
13. Is the employee utilising their vehicle during work hours?
    * Ensure they leave time before and after meetings, they are not rushing
    * Ensure the vehicle is in good working order and registered
    * Ensure site employees current drivers licence

**Employee needs to complete checklist**

**Employer needs to check site to ensure that the checklist is correct also.**

|  |  |
| --- | --- |
| **Checked by Employee**  **\_\_\_\_\_\_\_\_\_\_\_\_**  **Date :** | **Checked by Employer**  **\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:** |