WHS DOCUMENTS & TEMPLATES

DOC-IOF-TPL · Office Workplace Inspection Checklist

Product Overview

For: Australian offices of any size: office managers, supervisors, wardens, health and safety representatives and WHS advisers

Version 1.0 · 15 November 2026

An office inspection checklist with 42 plain-English checks in 9 sections, from exits and electrical safety to workstations, amenities and the way work is organised, with actions and sign-off.

Walk the office with the checklist and mark each item Pass, Not met or N/A, with what you saw. Items marked with a star protect against serious harm, such as blocked exits or damaged leads, and are fixed or made safe before work goes on. Each section has a space for your own items.

The sections cover entry, exits and walkways; emergency and first aid; electrical; workstations and screen work; manual tasks and storage; the environment; the kitchen and amenities; cleaning chemicals; and security, people and work, including workloads and how to report bullying or harassment. It ends with other hazards found, a summary, actions and sign-off.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Office workplace inspection checklist: 42 checks in 9 sections, critical items marked, other hazards, summary, actions and sign-off	02_TEMPLATE/Office Workplace Inspection Checklist.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Office managers and supervisors who inspect on a schedule
- Health and safety representatives and committee members who inspect with management
- Small businesses that need a simple, sound office check

File formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank

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SAMPLE · Office Workplace Inspection Checklist · Buy the full editable version:
training.oranaskillscentre.com/documents/office-workplace-inspection-checklist

How to Use This Template

How to complete, adapt and keep the office workplace inspection checklist

1 What this template is for

An inspection is a regular look at the workplace to find hazards and check that the controls are in place and working. It is monitoring, not a control: the control is what happens next, the fix.

This checklist suits an office. Delete what does not apply and add what your workplace needs, so it fits the work you actually do.

2 How to use it

Step	What to do
1	Set how often each area is inspected (monthly or quarterly is common for an office, and after a move, a refit or new equipment) and who does it.
2	Take a health and safety representative or a worker who works in the area with you.
3	Walk the whole area. Watch how the work is done, look at the controls working, and talk to the people doing it.
4	Mark each item Pass, Not met or N/A, and write what you saw. Fix what you can on the spot.
5	A Not met on a starred item is fixed or made safe straight away. Stop the work or keep people away if someone could be seriously hurt.
6	Write each action with an owner and a date, and track it to close-out in your action register.
7	Tell the people who work there what you found, and use repeat findings to improve the controls, not only to fix the symptom.

3 Who does what

Who	What they do
Inspector (manager, supervisor or WHS adviser)	Inspects, records, raises actions and follows them up
HSR or worker	Joins the inspection and says how the work is really done
Manager	Approves and resources the actions, and signs off

4 The law, in brief

The WHS laws require a business to identify hazards and to eliminate or minimise the risks so far as is reasonably practicable, to maintain its controls so they keep working, and to provide adequate facilities for workers, such as toilets, drinking water, hand washing and eating areas. Regular inspection is one of the ways a business checks this. Health and safety representatives may inspect the workplace on giving notice, and at any time without notice after an incident or where there is a serious risk.

This template is written once for Australia, to the model WHS laws that the Commonwealth, New South Wales, Queensland, Western Australia, South Australia, Tasmania, the ACT and the Northern Territory have adopted, each with its own variations. Victoria has its own Occupational Health and Safety (OHS) laws. The template uses plain terms that work in every jurisdiction; the state and territory notes below show where the law differs.

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Office Workplace Inspection Checklist

A regular check that the office is safe and its controls are working

Site or work area		**Inspected by**	
Date and time		**HSR or worker present**	
Areas inspected		**Previous inspection (date)**	

How to use it

- Inspect on the schedule you set, and after a change, an incident or a complaint. Take a health and safety representative or a worker with you.
- Look at each item working, not at its paperwork. Mark it Pass, Not met or N/A, and write what you saw.
- For every Not met, write the action, an owner and a date. Items marked ★ protect against serious harm: a Not met on one of them is fixed or made safe before work goes on.
- Delete the items that do not apply to this workplace, and add your own in the spaces at the end of each section.
- Tell the people who work in the area what you found and what will change.

Stop

If you find something that could seriously hurt someone now, stop the work or keep people away, make it safe, and tell the manager straight away. Do not wait for the end of the inspection.

1 Entry, exits and walkways

Item	Pass	Not met	N/A	What you saw; action, owner and date
★ Exits and paths to them clear, unlocked from inside and signed	☐	☐	☐	
Walkways at least wide enough to pass, free of boxes, bins and cables	☐	☐	☐	
Floors and floor coverings sound: no lifted carpet, loose tiles or curling mats	☐	☐	☐	
Stairs with handrails, slip-resistant nosings and good lighting	☐	☐	☐	
Wet-weather mats at entries; spills cleaned up promptly	☐	☐	☐	
	☐	☐	☐	

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Office Workplace Inspection Checklist

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An office inspection checklist with 42 plain-English checks in 9 sections, from exits and electrical safety to workstations, amenities and the way work is organised, with actions and sign-off.

What the full product contains

- **Office workplace inspection checklist: 42 checks in 9 sections, critical items marked, other hazards, summary, actions and sign-off**
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