



Corporate Office Ergonomics And Workplace Safety Inspection Checklist 2026

Workstation & Desk Setup

Evaluation of desk height, monitor positioning, keyboard/mouse placement, and overall desktop organization to minimize physical strain.

Desk Height Assessment

- ☐ Optimal (Elbows at 90 degrees)
- ☐ Too High
- ☐ Too Low
- ☐ N/A

Desktop Clutter Issues Identified

- ☐ Loose papers/documents
- ☐ Excessive stationery/supplies
- ☐ Food/Drink containers near electronics
- ☐ Obstructed workspace

Observations and Required Adjustments

Write something...

Inspection Date

Enter date...

Inspector Signature

Seating & Chair Ergonomics

Inspection of office chairs for lumbar support, adjustable armrests, seat height, and seat depth functionality.

Chair Adjustment Functionality

- ☐ All adjustments working (Height, Tilt, Armrests)
- ☐ Partial functionality (Some features stuck)
- ☐ Non-functional (Major repairs needed)

Lumbar Support Condition

- ☐ Adequate and properly positioned
- ☐ Insufficient support
- ☐ Damaged or broken

Caster and Base Stability

- ☐ Stable and smooth movement
- ☐ Wobbling or uneven movement
- ☐ Damaged wheels/base

Ergonomic Issues Noted

Write something...

Photo of Chair Defect

 Upload File

Inspector Signature

Display & Peripheral Ergonomics

Assessment of monitor eye level, screen glare, brightness, and the positioning of peripherals like document holders and wrist rests.

Monitor Height Assessment

- ☐ Top of screen is at or slightly below eye level
- ☐ Screen is too low (causing neck flexion)
- ☐ Screen is too high (causing neck extension)

Screen Glare/Reflections

- ☐ No visible glare or reflections
- ☐ Minimal glare present
- ☐ Significant glare/reflections obstructing view

Peripheral Equipment Present

- ☐ External Keyboard
- ☐ External Mouse
- ☐ Wrist Rest
- ☐ Document Holder
- ☐ Monitor Arm/Stand

Additional Observations

Write something...

Photo Evidence of Setup

 Upload File

Floor Space & Trip Hazard Assessment

Identification of loose cables, cluttered walkways, uneven flooring, or protruding objects that could cause trips or falls.

Floor Condition Status

- ☐ Clear and unobstructed
- ☐ Minor obstructions present
- ☐ Hazardous/Unsafe

Identified Trip Hazards

- ☐ Loose/Unsecured Cables
- ☐ Loose Carpeting/Mats
- ☐ Obstructed Walkways
- ☐ Spills or Slippery Surfaces
- ☐ Improperly Stored Equipment

Hazard Details & Description

Write something...

Photo Evidence of Hazard

 Upload File

Inspector Verification

Lighting & Visual Comfort

Evaluation of ambient lighting levels, adequacy of task lighting, and presence of shadows or glare that cause eye fatigue.

Ambient Lighting Adequacy

- ☐ Sufficient
- ☐ Insufficient - Too Dim
- ☐ Insufficient - Too Bright
- ☐ N/A

Identified Lighting Issues

- ☐ Screen Glare
- ☐ Flickering Lights
- ☐ Insufficient Task Lighting
- ☐ Shadows on Workspace
- ☐ None

Detailed Observations

Write something...

Photo Evidence

 Upload File

Inspection Date

Enter date...

Electrical & Cable Management

Audit of power strips, extension cords, and cable routing to ensure no overloaded circuits or hazardous cord layouts.

Power Strip Load Status

- ☐ No overload detected
- ☐ Overloaded / Daisy-chained
- ☐ Damaged or frayed cords

Cable Organization Level

- ☐ Organized (Use of cable ties/sleeves)
- ☐ Moderate clutter
- ☐ Hazardous/Unmanaged cables

Identified Electrical Hazards

Write something...

Corrective Action Plan

Write something...

Inspector Verification

Emergency Preparedness & Exit Access

Verification of clear paths to emergency exits, visibility of exit signage, and accessibility of fire extinguishers.

Exit Path Obstruction Status

- ☐ Clear and unobstructed
- ☐ Partially obstructed
- ☐ Fully obstructed

Emergency Exit Sign Visibility

- ☐ Illuminated and clearly visible
- ☐ Visible but dim
- ☐ Not visible/Non-functional

Fire Extinguisher Accessibility

- ☐ Accessible and unobstructed
- ☐ Obstructed by furniture/items
- ☐ Missing/Not found

Last Fire Drill Completion Date

Enter date...

Safety Hazard Observations

Write something...

Inspector Acknowledgment

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✔ Finish

🔧 Generate Sample Report