

Example of checklist

Safety inspection and assessment of the working environment at permanent workplaces



Systematism and management

	✓ Checked	Remarks
Is the working environment group involved when purchasing major office equipment?	<input type="checkbox"/>	
Is the working environment group involved in relocation, remodelling or new construction?	<input type="checkbox"/>	
Do we follow our induction programme for newly hired employees?	<input type="checkbox"/>	
Do we record accidents and near misses?	<input type="checkbox"/>	
Is work organised in a way that minimises the risk of stress?	<input type="checkbox"/>	
Does the contingency plan for violence and threats work as intended?	<input type="checkbox"/>	
Do we comply with the smoking rules?	<input type="checkbox"/>	
Do our internal guidelines and policies work?	<input type="checkbox"/>	
Is the annual hand tool inspection complied with?	<input type="checkbox"/>	
Are guidelines given to external workmen and others?	<input type="checkbox"/>	
Is the last revised action plan for the working environment available to employees?	<input type="checkbox"/>	
Do we remember to have the working environment on the agenda at least every 3 months?	<input type="checkbox"/>	
Are any minutes available to all employees?	<input type="checkbox"/>	
Are bi-annual safety rounds consistently carried out?	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Date for checking systematism and management:

Date of next safety round:

Signature Working environment manager:

Signature working environment representative: