Nearly everything in an office setting operates on electricity – is the electrical equipment in the workplace properly used and maintained?

Are you aware of any medical conditions of your employees?

Is there an AED on location and readily attainable?

Are your employees trained and able to utilize these devices?

Are the employees aware of the location of the first aid kit/AED/fire extinguisher?

Are the employees aware of and understand the protocol for fire and other emergency drills?

Have these drills been practiced?

Are the employees aware of all emergency exits and muster points?

Is the muster point clearly established and properly communicated to everyone in the workplace?

Is the correct safety equipment available to the employees and in good working condition?

Is the equipment regularly inspected, cleaned, and fixed?

Is there clear access to a electrical box or emergency shutoff in case of emergencies?

Is there an established supervisor to be informed about any workplace safety hazards or risks?

Is everyone in the workplace informed and aware of the health, safety and, wellness requirements and potential risks of the job?

Has anyone come forward with new hazards that they have perceived in the workplace?

Are all the tools and equipment of the workplace properly maintained and in good working order?

Has there been any concerning behaviours witnessed or brought forward regarding workplace stress (depression and concentration issues)?

Is the workplace kept in a clean and orderly condition with the current housekeeping procedures and cleaners?

Are quick-burning, flammable materials stored in designated locations? (Propane tanks, combustibles, and flammable liquids).

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Are the communication lines between employer and employee clear and open in order to promote and maintain a safe environment?

Have you ensured that potential dangers/hazards in the workplace are properly communicated to employees labeled and controlled?

Risk factors in any workplace include fatigue, lack of sleep, heavy workloads, and environmental factors; encourage employees to take regular breaks?
St. John Ambulance First Aid Drills Can Be Used Towards Maintaining Your COR Certification.