**Sample Checklist for Workplace Inspection**

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| **Names of People Conducting the Inspection:** |
| **Date:** |
|  | (S) Satisfactory(X) Requires Action | **Corrective Action**(indicate person responsible and a time-line) |  | (S) Satisfactory(X) Requires Action | **Corrective Action** (indicate person responsible and a time-line) |
| **GENERAL - MULTIPLE LOCATIONS** | **RECEPTION AREA** |
| Floors are clear of debris, loose materials, worn carpet, etc. |  |  | Furniture is safe (no sharp edges, designed for the purpose |  |  |
| Floors are not slippery or wet and there are no spills |  |  | Computer workstations are set up appropriately |  |  |
| Furniture is safe (no sharp edges, designed for the purpose) |  |  | Extension cords do not pose a tripping hazard |  |  |
| Area is not crowded |  |  | Wall and ceiling fixtures are fastened securely |  |  |
| Materials are neatly and safely stored |  |  | Paper and waste are properly disposed of |  |  |
| Storage shelves are loaded only to capacity |  |  | Desk and file drawers are kept closed when not in use |  |  |
| Large and heavy objects are stored on waist high shelves |  |  | **EMERGENCY EQUIPMENT** |
| File cabinet drawers are not overloaded |  |  | Fire extinguishers are regularly tested and certified |  |  |
| Step stools are available to reach higher shelves |  |  | Emergency lighting in place and regularly tested |  |  |
| Items are not placed or stored to create a trip hazard |  |  | There is a clear path to reach fire equipment |  |  |
| **HAZARDOUS SUBSTANCES** | First aid kits are available and stocked |  |  |
| Hazardous substances are properly labelled. |  |  | **HEALTH AND SAFETY POSTINGS** |
| A material safety data sheet is available for each product |  |  | The H&S policy is current and posted |  |  |
| Workers are trained in how to use these products safely |  |  | HSR/Coordinator name is posted |  |  |
| Required Personal Protective Equipment is available |  |  | First Aid Attendant names are posted |  |  |
| **KITCHEN** | Access to the OHS Act is available for all workers |  |  |
| The food preparation area is clean |  |  | JHSC members names are posted |  |  |
| Furniture is safe and in good working order |  |  | **LIGHTING** |
| Appliances in use are in good working order |  |  | There are no bare light bulbs |  |  |
| **HALLS/STAIRWELLS** | Light bulbs are working and there are no dark areas |  |  |
| Are all hallways clear and unblocked? |  |  | BATHROOM |
| Railings are in place and secure |  |  | Washroom area is clean |  |  |
| **EXITS AND DOORWAYS** | **ELECTRICAL** |
| Emergency exits clearly marked, not obstructed |  |  | Electrical panels are identified, not obstructed |  |  |
| Flammable materials kept safe distance away from egress routes and exits |  |  | High voltage boxes/panels closed and secured |  |  |
| **STACKING AND STROAGE** | Electrical warning signs clearly marked and visible |  |  |
| Storage is safely loaded, strapped, stacked or stored |  |  | Electrical cords/power bars are in good condition |  |  |
| Shelving and racking appropriate and in good condition |  |  | Electrical cords/power bars have CSA marking |  |  |
| Racking “maximum load” allowances posted |  |  | Power bars not plugged into other power bars |  |  |
| File cabinets not overloaded, drawers latch/lock |  |  | Power bars not covered in sawdust, dust, paper, or other flammable debris |  |  |
| Pallets appropriate to load, in good condition |  |  | Electrical cords do not run under carpet, doors, or in walls, ceilings |  |  |