**Sample Checklist for Workplace Inspection**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  |