## WORKPLACE INSPECTION CHECKLIST

| Location: | Inspection Date: |
| --- | --- |
| Inspected by: | Time:  |

| Description | S - Satisfactory | N - Not Satisfactory | N/A | Hazard Class | Corrective Action Required | By Whom? | Date Action Completed |
| --- | --- | --- | --- | --- | --- | --- | --- |
| General |
| Walkways, corridors, hallways and stairs clear and unobstructed |  |  |  |  |  |  |  |
| Walking surfaces free of tripping, slipping and falling hazards |  |  |  |  |  |  |  |
| Lighting levels are suitable, light covers/shades secured |  |  |  |  |  |  |  |
| Shelving is securely braced; material is neatly stacked and will not fall or tip; no overreaching will occur |  |  |  |  |  |  |  |
| Items stored on shelving, heavier materials are placed on the lower sections of shelving unit |  |  |  |  |  |  |  |
| Office environment is tidy and free of clutter, no flammable or combustible hazards |  |  |  |  |  |  |  |
| Furniture intact and in safe condition. Desks, counters, filing cabinets – no sharp edges or projecting that is unsafe |  |  |  |  |  |  |  |
| Parking lot clear of debris, sidewalks and walking surfaces in good repair |  |  |  |  |  |  |  |
| WHMIS |
| MSDS are available, easily accessible and up to date |   |   |   |   |   |   |   |
| Workplace Labeling is used |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |
| Description | S - Satisfactory | N - Not Satisfactory | N/A | Hazard Class | Corrective Action Required | By Whom? | Date Action Completed |
| Emergency Preparedness/Fire Safety |
| Exit routes clearly marked and unobstructed |   |   |   |   |   |   |   |
| Aisles are clear and unobstructed |   |   |   |   |   |   |   |
| Exit lights are operational and clearly visible on exit routes |   |   |   |   |   |   |   |
| Fire extinguisher(s) tagged, inspected (i.e. monthly), and easily accessible |   |   |   |   |   |   |   |
| First Aid Kit available and names posted of those certified in Standard First Aid |   |   |   |   |   |   |   |
| First Aid log sheets available, WSIB First Aid Regulation (1101) |   |   |   |   |   |   |   |
| Emergency evacuation/fire plan is posted on exit routes |  |  |  |  |  |  |  |
| Posted Information (as per section 13.1) |
| Health and Safety Policy |  |  |  |  |  |  |  |
| Workplace Violence Policy |  |  |  |  |  |  |  |
| Occupational Health and Safety Act and Regulations (Current) |  |  |  |  |  |  |  |
| ESA “Employment Standards in Ontario” poster |  |  |  |  |  |  |  |
| WSIB Form 82 “In Case of Injury” poster |  |  |  |  |  |  |  |
| Ministry of Labour explanatory material – Guide to OHSA, Guide to WHMIS, Guide to Worker Safety Rep/JHSC, “Prevention Starts Here” poster |  |  |  |  |  |  |  |
| Reports – Meeting minutes, Ministry of Labour, Injury/Incident summary, Workplace inspections |  |  |  |  |  |  |  |
| Emergency Services and numbers and directions to hospital |  |  |  |  |  |  |  |
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| Emergency Response Plan |  |  |  |  |  |  |  |
| Names and contact information of Worker safety Rep(s)JHSC Members- |  |  |  |  |  |  |  |
| Electrical Safety |
| Electrical equipment, power cords/plugs, no evidence of cuts, fraying or other damage |   |   |   |   |   |   |   |
| Limited extension cords, with no frays/cuts |   |   |   |   |   |   |   |
| Electrical outlets, light switches are safe |   |   |   |   |   |   |   |
| Ergonomics |
| Computer monitor positioned properly |   |   |   |   |   |   |   |
| Adjustable keyboard tray/document holder  |   |   |   |   |   |   |   |
| Chair is adjusted to fit the worker at the computer |   |   |   |   |   |   |   |
| Material stored in cabinets/counters are in place to avoid over reaching |   |   |   |   |   |   |   |
| Manual handling techniques are practiced (i.e. dolly/cart used, reducing the load when lifting) |   |   |   |   |   |   |   |
| Office equipment/tools used frequently are within range to avoid over reaching  |   |   |   |   |   |   |   |