

# WORKPLACE INSPECTION CHECKLIST

Names of Inspectors: \_\_\_\_\_

Location Inspected: \_\_\_\_\_

Date: \_\_\_\_\_

General	Yes	No	Notes
Floors: clean, dry, free from debris, clutter and trip hazards			
Signs are posted when floors are wet (e.g., when floors are washed, spills)			
Aisles are marked, clear and unobstructed			
Stairs and landings kept clear and unobstructed			
Stairwells adequately lit; steps, treads, etc., in good condition			
Furniture/office equipment secure from tipping; appropriate for work being done			
Exits, Entrances and Exterior Parking Lot	Yes	No	Notes
Doors are not blocked			
Routes, signs and doors clearly marked; exit signs easy to see; outside entrances and parking lots are clearly lit			
Walkways and parking lots are free from snow, ice, water, grease, etc.			
Outdoor stairs made of grating so that water and snow cannot build up on them			
Environment	Yes	No	Notes
Lighting levels adequate; work areas free from glare			
Air quality adequate			
Temperature and humidity adequate			
Noise levels appropriate, signs indicting hearing protection required where noise levels are high			
Workers trained in use of personal protective equipment (PPE)			

<b>Health and Safety Bulletin Board</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
Postings:			
▪ Occupational Health and Safety Act and Regulations			
▪ Policies: Health and Safety; Violence and Harassment			
▪ “Prevention Starts Here” poster			
▪ WSIB “In Case of Injury” poster			
▪ Employment Standards Act poster			
▪ Name of health and safety representative			
▪ Workplace Inspection Report			
<b>Fire Protection and Warning Systems</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
Emergency lighting; adequate lighting, tested and record of annual inspection			
Portable fire extinguishers: appropriate type, readily available and inspected			
Fire exit doors: in good repair, unlocked and free from obstruction (both sides)			
Fire/emergency alarm systems operational; fire exit signs lit			
Fire and evacuation plan is posted			
Workers know the plan (ask a worker)			
<b>Hygiene and First Aid</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
Washrooms are clean (chemicals are stored)			
Washing facility available (soap, warm water)			
First aid kits: supply inventory; treatment log; first aid training manual			
First aid certificates are posted and valid			
Emergency eyewash (or showers) available and in working order			
Employees know how to get first aid when needed (ask a worker)			

<b>Material Handling and Storage</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
Materials are neatly and safely stored			
Storage shelves are loaded only to capacity and heavy, awkward items are lower			
Step/ladders have non-slip surfaces and are in good condition. Secured when stored			
Step/ladders are positioned and secured safely when in use (observe worker)			
Work done above 3m follows “Working from Heights” policy and procedures			
Dock boards (bridge plates) used when loading or unloading from dock to truck			
Racks and platforms loaded only within the limits of their capacity			
Forklift operators are trained (ask worker)			
<b>Hazardous Substances</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
Hazardous substances are properly labelled, stored and disposed of (observe)			
A safety data sheet (SDS) for each product is available and accessible (ask worker)			
WHMIS training: Safe use and storage of hazardous substances (ask worker)			
Flammable products stored properly			
<b>Personal Protective Equipment (PPE)</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
PPE is available and worn (observe)			
PPE is maintained (ask worker)			
Training in PPE use and care (ask worker)			
<b>Electrical</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
Extension cords are secured and in good condition (no exposed wires or bent prongs)			
Portable hand tools are grounded or double insulated; cord in good condition			
Machines properly grounded			
Clear access to electrical panels and no combustible material stored/posted within 24 inches around			

<b>Tools and Machinery</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
Guarding and safety devices in place			
Start/Stop switches clearly marked and easy to reach			
Safe operating procedures available			
Lockout procedures available			
Defective tools are tagged and removed from service			
Proper training given in the safe use of tools and machinery			
Manufacturers' manuals available for all tools and machinery			
<b>Security</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
Emergency numbers for internal and external contacts are easily available			
Visitor/contractor rules are in place			
Safety measures are in place for anyone working alone (ask worker)			
Working with money: Safe procedures and emergency procedures are in place			
Training on workplace violence and harassment (ask worker)			
<b>Other</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>