


WORKPLACE INSPECTION CHECKLIST FOR INDUSTRIAL ENVIRONMENTS

	Standard OHS Workplace Inspection Checklist	
	Review Date:	Next Review:

Inspection Site:	
Inspection Team:	Contacts:

Bookcase/Shelves/Cabinets	General	
Secured from tipping	Adequacy of Unit's policies and procedures	
In good condition	Adequacy and availability of Standard Operating Procedures (SOPs)	
Drawers/doors closed when not in use	Protocols sufficient for alerting others to action, e.g. spraying	
One drawer of filing cabinet open at a time	Procedures sufficient for after hours access	
Material safely stored/stacked/piled	Procedures sufficient for health and safety of visitors to unit	
Heavier or commonly accessed items between knuckle and shoulder height	Procedures sufficient for health and safety of engaged contractors	
Step stools available, if required		
	Hand Tools	
Cleaning Areas	Correct types being used	
Ventilation	Serviceability and condition	
Storage of cleaning fluids – MSDS available for hazardous substances	Adequacy of instruction and training provided for use of tools	
Storage of disposal waste	Standard Operating Procedures up to date, readily accessible and enforced	
Availability of SOPs		
Escape routes available	Manual Handling (MH)	

Disabled		All manual handling hazards are identified	
Required accommodations provided		Risk assessments are carried out for all manual handling risks	
Accommodations provided are functional		Appropriate MH equipment is provided	
		Staff are trained to undertake the MH tasks associated with their work	
Emergency Procedures		Staff use correct manual handling techniques for tasks	
Site emergency plan readily available		Repetitive actions are minimized	
Warden contact details readily available			
Emergency response readily available (bomb-threat, chemical, radiation etc)		Other Unsafe Acts/Conditions	
Emergency evacuations/ drills practiced at least once per annum		Contractor infractions (e.g. safe use of ladder)	
Emergency equipment available and accessible. e.g. eye wash or deluge showers		Randomly ask employees about "near misses"	
Audibility of sirens and alarm signals			
		Plant/ Machinery	
Electrical Safety		Risk assessment documentation readily available for all shop / machinery risks	
Accessibility of circuit breakers, fuses and main switches for power isolation		Adequacy of guards	
		Serviceability and condition	
Equipment		Stability of machinery	
		Hazard areas clearly defined	
Light levels adequate		Adequacy of instruction and training provided for use of machines	
Air quality adequate		Standard Operating Procedures up to date, readily accessible and enforced	
Temperature and humidity adequate			
People dressed appropriately for season		Personal Protective Equipment	
Air/temperature units unobstructed		All PPE requirements are expressed in SOPs which are readily available	
Noise levels appropriate		Adequacy, condition and suitability of:	

Hazardous materials properly labeled	• Eye protection	
Hazardous materials properly stored	• Hearing protection	
Unexpired Material safety Data sheets are available	• Face shields	
Housekeeping satisfactory	• Gloves	
No construction hazards present	• Respirators	
	• Safety shoes	
	• Protective clothing	
Furniture/Office Equipment	Requirements for PPE enforced	
In good mechanical condition		
Properly adjusted	Procedures	
Secure from tipping	Proper use of ergonomic equipment	
Free from sharp edges/corners	Proper use of ergonomic equipment	
Dangerous parts property guarded	Procedures for manual materials handling in/around inspection area	
Emergency switches accessible (Only access to Fire Extinguishers checked)		
Preventative maintenance program established for equipment & tools (PD 3-4)	Protective Clothing/Equipment	
Loose clothing/jewelry/ID badges secured	Equipment/clothing provided where required (including safety kits and cellular phones)	
Appropriate for work being done	Equipment/clothing used where required	
Defective equipment properly identified	Equipment/clothing in good condition	
Unnecessary items removed	Employees trained in usage	
Employees instructed on the safe/proper use	Are areas appropriately signed	
Appropriate for work being done	Do employees have/wear proper PPE when they visit other workplace	
Defective equipment properly identified		
Unnecessary items removed		
Employees instructed on safe/proper use	Posted Information	
Electrical cords at workstation secured	OH&S Act and Regulations	
Fire equipment serviceability	OH&S Policy	

Fire equipment adequacy		Floor Warden/first aider names	
Fire equipment accessibility		Join Health & safety Committee meeting minutes	
Storage of flammable materials		Early & safe Return to Work Program	
Fire escape facilities and evacuation plans and procedures in place			
Fire Prevention		Security	
Extinguishers available & accessible		Employees/visitors have ID badges	
Extinguishers/hose cabinets dated monthly		Visitors have safety rules	
Pull stations accessible			
Electric cords/outlets in good condition		Training	
Electrical outlets not overloaded		Employees aware of emergency procedures	
Fire exists clear of obstruction		Employees aware of security procedures	
Fire doors closed		Employees provided information and instruction to protect their Health and Safety	
Fire exit signs lit		Staff Training up-to-date	
First Aid		Walking Surfaces	
First aid kit available at First Aid Station in main photocopy room		Walking free of obstacles	
First aid kit checked monthly		Cords anchored or covered	
WSIB poster 82 beside the kit		Floor coverings in good condition	
Certificates of first aiders current & posted		No slip/trip hazards present	
		Warnings posted when floors are wet	

Inspector's Signature _____ Date _____

Sent to:

- Worker
- Supervisor/Manager
- Dean or Chair
- JOHSC
- Other

Corrective Measures

Description and Location of Hazard	Minor	Moderate	Major	Corrective Action (who, what, when)	Communication and Follow-up

- The Inspection Team (indicated on Page 1) is responsible for follow-up and for ensuring this form is signed below when all corrective actions have been completed, and, copies of this form have been forwarded to those indicated above.

Inspector's Signature _____

Date _____