

**Checklist for Workplace Inspection**

Names of People Conducting the Inspection:

DATE:

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | (O) Satisfactory(X) Requires Action | Room Location  | **Corrective Action** |  | (O) Satisfactory(X) Requires Action | Room Location  | **Corrective Action**  |
| **Air Quality**  | **Electrical** |
| Carpet excessively dirty stained, water damaged |  |  |  | Emergency lights not working. Inadequate lighting creating trip hazard |  |  |  |
| Dirty air diffusers observed at ceiling  |  |  |  | Extension cords used as permanent wiring |  |  |  |
| Evidence of water leaks  |  |  |  | Power bars daisy chained |  |  |  |
| Evidence of industrial emissions, exhaust fumes  |  |  |  | Electrical baseboard heater cover missing |  |  |  |
| Heating/ventilation/exhaust system does not seem to be working  |  |  |  | Electrical baseboard heater cover missing |  |  |  |
| Offensive odor of unknown source  |  |  |  | Electrical outlet loose in the electrical box/wall |  |  |  |
| Staff expressed concern about air quality in this area  |  |  |  | Electrocution hazard |  |  |  |
| Ventilation grills blocked by material or equipment |  |  |  | Electrical wires are cut or frayed |  |  |  |
| **Building**  | High voltage sources not labelled |  |  |  |
| Ceiling tile – broken/stained/loose/missing |  |  |  | Recessed floor outlets in need of repair |  |  |  |
| Door – knob or latch needs repair/broken  |  |  |  | Additional space heaters/microwave/fridge/kettle |  |  |  |
| Paint flaking off ceiling or walls  |  |  |  | Items hanging from ceiling light fixtures |  |  |  |
| Sink drain leaking or plugged |  |  |  |  |  |  |  |
| Temperature extreme –either too high or low |  |  |  | **Storage** |
| Use of portable heater indicative of heating problem |  |  |  | Bookshelf over 5ft high not secured to wall, tip hazard  |  |  |  |
| Uneven treads and risers create trip hazards |  |  |  | Improper Storage – stacked too high – tip hazard  |  |  |  |
| Water damage identified |  |  |  | Heavy items stored on top of cupboards |  |  |  |
| Windows damaged or leaking in need of repair |  |  |  | Sharps not disposed of in approved containers  |  |  |  |
| Windows damaged or leaking in need of repair  |  |  |  | **Fire Safety**  |
| Washroom area is unclean and lack supplies  |  |  |  | Combustibles stored in the stairwells |  |  |  |
| Washrooms fixtures in need of repair |  |  |  | Emergency lighting not in working condition/Fire exit sign not illuminated  |  |  |  |
| Drywall - open area/broken in need of repair |  |  |  | Materials obstructing sprinkler heads  |  |  |  |
| Missing signage/name plates/replace sign |  |  |  | Door propped open against policy |  |  |  |
|  |  |  |  | Fire exit are blocked/doors open into a hazardous area  |  |  |  |
| Fire extinguishers inspection tag missing  |  |  |  |

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| **Miscellaneous**  | **Hazard Controls** |
| Item blocking exits, cables on the floor |  |  |  | Machines guarding in need of repair |  |  |  |
| Employee concern about hazard |  |  |  | Chemicals – staff do not know where to find (M)SDS  |  |  |  |
| Evidence of pest (insect, rodent, etc.) |  |  |  | Eye was station access blocked and/or obstructed  |  |  |  |
| First Aid – First Aid kit monthly tag outdated |  |  |  | Eyewash/shower not present/not functioning (tech/science/art rooms)not maintained unclean  |  |  |  |
| Furniture broken or in disrepair |  |  |  | Fume hood – material stored in the fume hood |  |  |  |
| H&S bulletin board not up to date |  |  |  | Fume hood – non-functional  |  |  |  |
| General office/classroom space unclean area |  |  |  | Personal Protective Equipment not being used  |  |  |  |
| Overflowing garbage |  |  |  | Missing PPE signage  |  |  |  |
| Walkways are blocked by clutter |  |  |  | **Slips, Trips and Falls**  |
| Safety phones operational  |  |  |  | Change in elevation along walkway creating a trip hazard |  |  |  |
|  |  |  |  | Electrical cords in doorways/walkways creating a trip hazard |  |  |  |
| **Chemical** | Fixed access ladder in need of repair  |  |  |  |
| Compressed gas cylinders not stored securely to prevent falling |  |  |  | Floor tiles damaged or missing, creating a trip hazard |  |  |  |
| Containers of chemical not closed |  |  |  | Handrails loose/not secured and grip strips worn or damaged on stairs  |  |  |  |
| Excess storage of chemicals that have expired or are no longer required |  |  |  | Inadequate lighting creating trip hazard  |  |  |  |
| Chemicals stored inappropriately |  |  |  | Poor housekeeping creating a fall hazard  |  |  |  |
| Labels missing for consumer product |  |  |  | Ripped or stretched carpeting creating a trip hazard  |  |  |  |
|  |  |  |  | Slip/Trip hazard general  |  |  |  |
|  |  |  |  | Stairs/landing damaged, creating a trip hazard |  |  |  |
|  |  |  |  | Winter slip hazards accumulation of ice and/or snow on walkways  |  |  |  |
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