

## Checklist for Workplace Inspection

Names of People Conducting the Inspection:
DATE:

	(O) Good (X) Require Action	Room Location	Corrective Action		(O) Good (X) Requires Action	Room Location	Corrective Action
<b>Air Quality</b>				<b>Electrical</b>			
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			
<b>Building</b>				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				<b>Storage</b>			
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				<b>Fire Safety</b>			
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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<b>Miscellaneous</b>				<b>Hazard Controls</b>			
Item blocking exits, cables on the floor				Machines guarding not in place and is not adjusted appropriately			
Employee concern about hazard				Chemicals - SDS Information not available, labels are missing			
Evidence of pest (insect, rodent, etc.)				Eye wash station inaccessible			
First Aid – First Aid kit monthly tag outdated				Eyewash/shower not in good working order			
Furniture broken or in disrepair				Fume hood -not good working order, updated tag and used for storage			
H&S bulletin board not up to date				PPE Signage – Not visible and is not being respected			
General office/classroom space unclean area							
Overflowing garbage							
Walkways are blocked by clutter				<b>Slips, Trips and Falls</b>			
Safety phones operational				Change in elevation along walkway creating a trip hazard			
<b>Chemical</b>				Electrical cords in doorways/walkways creating a trip hazard			
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			
<b>COVID-19</b>				Slip/Trip hazard general			
SWPs and appropriate COVID signage is posted in HHLs on Safety Information Station				Stairs/landing damaged, creating a trip hazard			
Furniture arranged to support Physical Distancing.				Winter slip hazards accumulation of ice and/or snow on walkways			
Sanitation stations available or nearby				Fixed access ladder in need of repair			
Appropriate signage and directional indicators							
Physical barriers are in good shape							
Vista Sign for room Occupancy Limit							