

WORKPLACE INSPECTION CHECKLIST

DATE:	COMPANY NAME: (LOGO)
LOCATION:	
INSPECTED BY:	
:	
:	
:	

CATEGORY	S	U	COMMENTS	HAZARD RATING A, B, C	ACTION
A. GENERAL WORKPLACE CONDITIONS (Main Office)					
1. Floors (Walking and Working Surfaces)					
a. clean, orderly, sanitary condition					
b. free of slip, trip or fall hazards					
c. free of protrusions					
d. openings covered or barricaded					
2. Aisleways and Passageways					
a. clear and unobstructed					
b. desk areas and file cabinets not posing hazards					
3. Exits					
a. sufficient exits for prompt escape					
b. no locks or fastenings restricting escape					
c. routes and exits clearly marked					
d. exits adequately illuminated					
e. more than one exit from work area					
f. approaches to exits unobstructed					
g. flammables kept out of exits					

CATEGORY	S	U	COMMENTS	HAZARD RATING A, B, C	ACTION
4. Safety					
a. fire extinguishers inspected monthly					
b. first aid supplies and injuries monitored					
c. employees working in a safe manner					
d. electrical outlets kept uncluttered					
e. desk heaters kept clear					
f. emergency telephone list by all phones					
g. directions to hospital / clinic accessible					
5. Restrooms					
a. good ventilation					
b. clean, orderly and sanitary					
c. painted and well lighted					
6. Computer Room					
a. clean and orderly					
B. FACILITIES - WAREHOUSE					
1. Floors (Walking and Working Surfaces)					
a. clean, orderly, sanitary condition					
b. free of slip, trip or fall hazards					
c. free of protrusions, nails etc.					
d. openings covered or barricaded					
2. Aisleways and Passageways					
a. clear and unobstructed					
3. Exits					
a. sufficient exits for prompt escape					
b. no locks or fastenings restricting escape					

CATEGORY	S	U	COMMENTS	HAZARD RATING A, B, C	ACTION
c. routes and exits clearly marked					
d. exits signs illuminated					
e. more than one exit from work area					
f. approaches to exits unobstructed					
g. flammables kept in proper storage					
4. Safety					
a. fire extinguishers inspected monthly – well marked and accessible					
b. first aid supplies and injuries monitored					
c. electrical outlets kept uncluttered					
d. directions to hospital by all first aid stations					
e. proper personal safety equipment in use					
f. employees working in a safe manner					
5. Lighting					
a. working areas adequately illuminated					
b. lighting fixtures clean					
c. emergency lighting of all exit routes not naturally lighted					
d. exit signs illuminated					
6. Tops of cabinets, panels, ledges, closets					
a. no accumulation of debris, parts and equipment					
b. dirt and dust periodically removed					
7. Dark corners and behind equipment					
a. no accumulation of debris, parts and equipment					
b. spills cleaned up					
8. Spills and leaks					
a. cleaned up as they occur					

CATEGORY	S	U	COMMENTS	HAZARD RATING A, B, C	ACTION
b. work orders issued promptly to fix leaks					
c. spill response kit available					
9. Heated room / Tool room / Sample room					
a. floors clean and dry					
b. no accumulation of combustibles					
c. tools stored in orderly fashion					
C. MATERIALS					
1. Stacking and Storage					
a. aisleways and access paths clear and unobstructed					
b. small or irregular shaped items properly blocked, interlinked, with proper limitations in height of storage					
c. all stacks stable and secure against sliding / collapsing					
d. proper drainage in storage areas					
e. storage area clean and cleared of foreign objects / materials					
f. racks and platforms load limits posted and observed					
g. no loose strapping / metal banding					
h. crossers not loose on top of high lifts					
2. Waste Disposal					
a. adequate number of refuse containers					
b. separate containers provided for oily rags, smoking materials, dusts, flammable scrap, chemical waste, etc.					
c. safe disposal facilities for wastes					
3. Tools and Equipment					
e. stored when not in use					

CATEGORY	S	U	COMMENTS	HAZARD RATING A, B, C	ACTION
b. tool storage orderly					
c. excess supplies in cabinets					
d. hoses coiled when not in use					
e. extension cords and air hoses out of walkways when not in use					
4. External Housekeeping – Yard and Parking Lot					
a. parking lot is neat and free of slip / trip hazards					
b. yard neat and orderly					
c. signs in good condition					
d. facility paint in good condition					
e. no loose strapping or wraps					
f. proper stacking					
g. weight capacity posted on racking system					
5. Mobile Equipment					
a. clean appearance					
b. no loose parts or tools					
c. no broken parts or loose wires					
d. safe driving practices observed					
e. horns used at blind corners					
f. seat belts worn					
g. safe loading / unloading areas used					
D. MANAGEMENT – Office and Warehouse					
1. Safety					
a. safety information posted					
b. Health and Safety Policy Statement posted					
c. MSDS binder available to employees					
E. EMERGENCY PROCEDURES					

CATEGORY	S	U	COMMENTS	HAZARD RATING A, B, C	ACTION
a. emergency phone numbers posted by every phone					
b. first aid supplies adequate					
c. eye wash station available					
d. directions to hospital posted over all phones					
PROCESS:					
1. This checklist will be used by employees responsible for conducting the Workplace Inspection.					
2. Hazards will be rated as: A – HIGH RISK B – MODERATE RISK C – LOW RISK					
<i>HIGH RISK HAZARDS IDENTIFIED DURING THE INSPECTION WILL BE DEALT WITH IMMEDIATELY.</i>					
3. The results of the inspection will be given to the JHSC.					
4. The JHSC will establish priorities and make recommendations to the employer for corrective action.					
5. Appropriate supervisors and managers will be contacted to ensure follow-up of corrective action.					
6. The completed Workplace Inspection will be posted on all Safety Bulletin Boards.					