### **Inspection Checklist**

Use this checklist to help you develop one that is “custom made” for your workplace. Add or delete items as necessary for your particular workplace.

|  |  |  |
| --- | --- | --- |
| Floors and Walkways | Yes | No |
| Are aisles clear of materials or equipment? |  |  |
| Are main aisles at least 1 m (39 in) wide? |  |  |
| Are doorways clear of materials or equipment? |  |  |
| Are carpets or tiles in good condition, free of loose or lifting carpeting or tile? |  |  |
| Are floors clean and free of oil or grease? |  |  |
| Are floors kept dry? |  |  |
| If supplies or materials are stored on the floor, are they away from doors and aisles and stacked no more than 3 boxes high? |  |  |
| Stairs, Ladders, and Platforms | Yes | No |
| Are ladders safe and in good condition? |  |  |
| Are stair handrails fastened to the wall securely? |  |  |
| Are stairwells clear of materials and equipment? |  |  |
| Are stairs and handrails in good condition? |  |  |
| Are ladders and stairs provided with anti-slip treads? |  |  |
| Walls | Yes | No |
| Are signs and fixtures securely fastened to the wall? |  |  |
| Lighting | Yes | No |
| Are lighting levels in work areas adequate? |  |  |
| Are work areas free of glare or excessive lighting contrast? |  |  |
| Is task lighting provided in areas of low light or high glare? |  |  |
| Are windows covered with blinds, drapes, or other means of controlling light? |  |  |
| Does emergency lighting work? |  |  |
| Storage | Yes | No |
| Are supplies and materials stored properly on shelves? |  |  |
| Does your storage layout minimize lifting problems? |  |  |
| Are trolleys or dollies available to move heavy items? |  |  |
| Are floors around shelves clear of rubbish? |  |  |
| Are racks and shelves in good condition? |  |  |
| Electrical | Yes | No |
| Are electrical cords in good repair? |  |  |
| Is there clear access to electrical panels and switch gear? |  |  |
| Are electrical cords secured? |  |  |
| Are proper plugs used? |  |  |
| Are plugs, sockets, and switches in good condition? |  |  |
| Are ground fault circuit interrupters available, if required? |  |  |
| Are portable power tools in good condition? |  |  |
| Equipment and Machinery | Yes | No |
| Is equipment and machinery kept clean? |  |  |
| Is the equipment regularly maintained? |  |  |
| Are operators properly trained? |  |  |
| Are start/stop switches clearly marked and in easy reach? |  |  |
| Is machinery adequately guarded? |  |  |
| Is there enough workspace? |  |  |
| Are noise levels controlled? |  |  |
| Are fumes and exhaust controlled? |  |  |
| Do you have a lockout procedure in place? |  |  |
| Chairs | Yes | No |
| Are chairs in good condition? |  |  |
| Are chairs properly adjusted? |  |  |
| Do they provide adequate back support? |  |  |
| Computers | Yes | No |
| Are display screens free of dust? |  |  |
| Are display screens bright enough with sufficient contrast? |  |  |
| Are display screens positioned at a comfortable viewing level? |  |  |
| Are the mouse and keyboard on the same level? |  |  |
| Does the angle of the keyboard allow worker to work with his/her wrists straight? |  |  |
| Fire Safety and Security | Yes | No |
| Are fire extinguishers clearly marked? |  |  |
| Are fire extinguishers properly installed on walls? |  |  |
| Have fire extinguishers been inspected within the last year? |  |  |
| Are workers trained to use fire extinguishers? |  |  |
| Are flammable liquids properly stored? |  |  |
| Will space heaters shut off automatically when tipped over? |  |  |
| Are emergency phone numbers close to phones? |  |  |
| Are smoke, fire, and burglar alarms in place? |  |  |
| Entrances and Exits | Yes | No |
| Is there safe access for workers and customers? |  |  |
| Are emergency exits clear of materials or equipment? |  |  |
| Are emergency exit signs working? |  |  |
| Are emergency lighting units provided? Are they working? |  |  |
| First Aid | Yes | No |
| Is the first aid kit accessible and clearly labelled? |  |  |
| Is the first aid kit adequate and complete? |  |  |
| Is the first aid kit clean and dry? |  |  |
| Are emergency numbers displayed? |  |  |
| Are accident report forms readily available? |  |  |
| Garbage | Yes | No |
| Are bins located at suitable points? |  |  |
| Are bins emptied regularly? |  |  |
| Hazardous Materials | Yes | No |
| Are Material Safety Data Sheets provided for all hazardous materials? |  |  |
| Are containers clearly labelled? |  |  |
| Are hazardous materials properly stored? |  |  |
| Are hazardous materials disposed of properly? |  |  |
| Environment | Yes | No |
| Is air quality good? |  |  |
| Are workers protected from cool drafts or excessive heat? |  |  |
| Are workers protected from excessive or irritating noise? |  |  |
| Parking | Yes | No |
| Are parking spots and walkways appropriately lighted? |  |  |
| Are parking spots safe? *(names should not be painted on spots)* |  |  |
| Are workers encouraged to use a buddy or escort? |  |  |
| Is a speed limit posted in the parking lot? |  |  |
| Violence in the Workplace | Yes | No |
| Biohazards | Yes | No |
| General Worker Questions | Yes | No |
| Do workers know where to go and who to call for first aid assistance? |  |  |
| Do workers know where to find MSDSs for chemical products? |  |  |
| Do workers know where to find personal protective equipment (for example, disposable gloves, eye protection)? |  |  |
| Do workers know how to use personal protective equipment? |  |  |

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