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| **WORKPLACE INSPECTION CHECKLIST** |

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| OCCUPATIONAL HEALTH AND SAFETY WORKPLACE INPSECTION CHECKLIST | |
| Site: | Date of inspection: |
| Name of inspector: | Name of inspector: |

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| **Safe or n/a** | **Not safe** | **Exterior/Outdoor** |
|  |  | Entrances/Exits – not blocked |
|  |  | Lighting – adequate |
|  |  | Sidewalks, ramps – even surface, uncluttered |
|  |  | Steps – non-slip, handrail, good repair, even surface |
|  |  | Fences, gates – good repair |
|  |  | Main building structure – good repair |
|  |  | Tables and seating – good repair |
|  |  | Outdoor maintenance equipment – working order, accessible, secured |
|  |  | Exterior parking area – even surface, well-lit, uncluttered |
|  |  | Security cameras – in good working order |
|  |  | **Interior** |
|  |  | Entrance/Exit Areas – not blocked, signed |
|  |  | Security systems controlling access – in working order |
|  |  | Security cameras – in working order |
|  |  | Doors – good repair, not blocked, fire doors close |
|  |  | Ceiling – good repair |
|  |  | Lighting – adequate, accessible, working |
|  |  | Floors – clean, dry, even surface |
|  |  | Stairs – railings, unobstructed, well lit, good repair |
|  |  | Hallways – uncluttered, well lit |
|  |  | Windows – good repair |
|  |  | Carpets – good repair, fastened, no upturned edges, no holes |
|  |  | Furniture – good repair |
|  |  | Electrical cords, plugs – good repair, out of the way |
|  |  | Electrical sockets, switches – good repair, accessible |
|  |  | Shelving – secured to wall, uncluttered |
|  |  | Bathrooms – dry, clean, fixtures in working order, uncluttered, entry/exit not blocked |
|  |  | Cleaning supplies – labelled, stored securely, uncluttered |
|  |  | Electricity panel – accessible, labelled |
|  |  | Hot water temperature – non-scalding, tank secured to wall |
|  |  | Heating – working order |
|  |  | Ventilation – working order |
|  |  | Air conditioning – working order |
|  |  | Common rooms – uncluttered, entry/exits not blocked |
|  |  | Storage rooms – uncluttered, stored items accessible and secured |
|  |  | Work rooms – uncluttered, adequate storage |
|  |  | Meeting rooms – uncluttered |
|  |  | Elevator – good repair, inspected, works, entry/exit not blocked |
|  |  | Office(s) – uncluttered, accessible, in good repair, security features in good repair |
|  |  | Kitchen space – uncluttered, space to move about, entry/exit not blocked |
|  |  | Large appliances – working order, cords in good repair |
|  |  | Cupboards – accessible, contents stable |
|  |  | Small electrical appliances – working order, safely stored, accessible, cords in good repair |
|  |  | **Work procedures** |
|  |  | Cleaning supplies storage – secure, accessible, uncluttered |
|  |  | Handling and disposal of infectious materials (e.g. needles, clothing, etc.) – safe work procedures followed, tools available and used, protective equipment available and used |
|  |  | Universal precautions – in use |
|  |  | Cleaning procedures - in use, protective equipment and tools available and used |
|  |  | Personal protective equipment (e.g. gloves, goggles, etc.) – available, in use |
|  |  | Security procedures – in use |
|  |  | Personal security equipment (e.g. cell phones, etc.) – available, in good working order |
|  |  | Non-violent crisis intervention and de-escalation skills – in use |
|  |  | Critical incident reporting – being completed as needed |
|  |  | **Fire/Disaster** |
|  |  | Fire drill (conducted once a year)  Date of last fire drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of next fire drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Fire alarm system (batteries changed and system tested once per year)  Date of last time batteries were changed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of last fire alarm system test: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Sprinkler system (inspected once a year):  Date of last inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of next inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Fire extinguishers (inspected once a year):  Date of last Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of next Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Emergency response plan (drill conducted once a year)  Date of last emergency response drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of next emergency response drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Staff know the location of and how to use fire extinguishers |
|  |  | Emergency lighting – in good working order |
|  |  | Fire exits - clearly marked, uncluttered |
|  |  | **First aid** |
|  |  | Staff first aid kit – stocked, accessible, staff know location |
|  |  | **Policy and OHS manuals, accident/inspection reports, WCB regulations** |
|  |  | Accessible, staff know their location(s) |
|  |  | **Other (write in as needed)** |
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