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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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