

Workplace Inspection

<Your Logo Here>

Location:	Date:				Completed By:
Department:	Acceptable?		Hazard Priority		
Inspection Items	Yes	No	Severity 1-4	Probability 1-4	Description of Condition Requiring Attention
Housekeeping					
Counters, tables, work surfaces in good condition					
Floor clear of debris	X				
Flooring in good condition	X				
Garbage cans clean and empty	X				
Mops, pails, brooms neatly stored	X				
Slip/trip hazards identified and corrected	X				
materials not stored on floor in walkways or blocking exits		X	2	3	File boxes are stacked at back exit, blocking emergency exit
Proper storage of tools and supplies	X				
Sinks clean, taps in good working order		X	1	1	Kitchen tap is leaking
Storage areas orderly	X				
Washrooms clean	X				
Service Rooms free of clutter (Gas Room, Mechanical Room) Parking lot clean and cleared as appropriate for weather conditions	X				
Environment					
Adequate lighting in work area/parking lots	X				
Compressed gas cylinders secured and stored upright	X				
Corner mirrors in adequate locations if required	X				
Disposal containers clear of debris	X				
Ventilation adequate to eliminate dust, fumes or vapours when present	X				
Flammable/toxic material stored away from heat and fuel sources	X				
Forklifts secured, keys out of ignition when not in operation	N/A				
Hazardous chemical storage adequate	X				
Hazardous chemicals labelled and stored in approved cabinet or area	X				

Inspection Items	Yes	No	Severity 1-4	Probability 1-4	Description of Condition Requiring Attention
Decanted chemicals are properly labelled and identifiable					
Loading areas clear of obstructions					
MSDS sheets available and all MSDS's are current to 3 years					
Security doors closed and locked					
Spill kits available and fully stocked					
Stock/supplies stacked neatly					
Fire Protection					
Evacuation plans posted and clearly show external assembly area					
Exit signs displayed and illuminated with no burnt bulbs					
All Exits are clear - materials not blocking					
Fire Extinguisher monthly inspections signed off on tag					
Fire Extinguishers have been re-certified in the last 12 months					
Fire Extinguishers in place and mounted in bracket					
Fire Extinguishers 1 metre free of obstruction					
Fire hoses easily accessible					
Fire pull boxes 1 metre clear of obstruction					
Fire pull boxes signage clearly displayed					
Sprinkler heads 18" clear of obstruction					
First Aid					
Sharps containers in place					
Names of First Aiders displayed at each first aid kit					
Expiry date on Eye wash bottle solution is current					
Eye wash stations clean, tidy and unobstructed with 1 metre clearance					
First Aid kit properly stocked as per contents list					
Action Card forms available					
Signs					
First Aid signs clearly displayed					
Eye wash station signs clearly displayed					
Flashlights in place and operational					

Inspection Items	Yes	No	Severity 1-4	Probability 1-4	Description of Condition Requiring Attention
Fire Extinguisher signs clearly displayed					
Personal Protective Equipment					
Hearing protection					
Protective gloves/sleeves					
Safety Footwear					
Safety glasses, goggles					
Material Handling Equipment					
Batteries for forklift/pallet jacks safely stored and charged					
Powered Mobile Equipment daily pre-use inspections completed					
Hand carts, trolleys, dollies in working condition					
Only employees with forklift training are operating forklifts					
Pallet jacks operating properly					
Safety signage in place					
Step stools, ladders in good condition					
Electrical					
Bulbs burnt out					
Compressors clear of obstruction					
Electrical cords secured					
Electrical panels clear of obstruction					
Extension cords used for temporary purposes only					
Electrical cords not damaged					
Emergency lighting operational					
Light switches working					
Lock out (electricity off) when machinery cleaned/serviced					
Additional comments regarding inspection:					