

## Sample Checklist for Workplace Inspection

Names of People Conducting the Inspection:
DATE:

	(O) Satisfactory (X) Requires Action	<b>Corrective Action</b> (indicate person responsible and a time-line)		(O) Satisfactory (X) Requires Action	<b>Corrective Action</b> (indicate person responsible and a time-line)
<b>GENERAL - MULTIPLE LOCATIONS</b>			<b>RECEPTION AREA</b>		
The floors are clear of debris, loose materials, worn carpet, etc.			The furniture is safe (no sharp edges, designed for the purpose).		
The floors are not slippery or wet and there are no spills.			Computer workstations are set-up appropriately.		
The furniture is safe (no sharp edges, designed for the purpose).			Extension cords do not pose a tripping hazard.		
The area is not crowded.			Wall and ceiling fixtures are fastened securely.		
Materials are neatly and safely stored.			Paper and waste are properly disposed of.		
Storage shelves are loaded only to capacity.			Desk and file drawers are kept closed when not in use.		
Large and heavy objects are stored on waist high shelves.			<b>EMERGENCY EQUIPMENT</b>		
File cabinet drawers are not overloaded.			Fire extinguishers are regularly tested and certified.		
File cabinets have the heaviest items stored in bottom drawers.			Emergency lighting in place and regularly tested.		
Step stools are available to reach higher shelves.			There is a clear path to reach fire equipment.		
Items are not placed or stored to create a trip hazard.			First aid kits are available and stocked.		
<b>HAZARDOUS SUBSTANCES</b>			<b>HEALTH AND SAFETY POSTINGS</b>		
Hazardous substances are properly labelled.			The H&S policy is current and posted		
A material safety data sheet is available for each product?			The HSR name is posted.		
Workers are trained in how to use these products safely.			The OHS Act is posted		
Required Personal Protective Equipment is available.			<b>LIGHTING</b>		
<b>KITCHEN</b>			There are no bare lightbulb.		
The food preparation area is clean.			Lightbulbs are working and there are no dark areas.		
The furniture safe is safe and in good working order.			<b>BATHROOM</b>		
Appliances in use are in good working order.			Washroom area is clean.		
<b>HALLS</b>			Washroom fixtures are in good working order.		
Are they clear and unblocked?			Hygiene supplies are available (soap, towels)		

**Signatures:**