

Joint health and safety committee

Sample workplace inspection checklist

Inspection date:		Inspection time:	
Inspector(s):			
Location(s):			
Aisles and Passageways		Yes	No
Are aisles marked?		<input type="checkbox"/>	<input type="checkbox"/>
Are they clear and unobstructed?		<input type="checkbox"/>	<input type="checkbox"/>
Are they wide enough for all normal movement?		<input type="checkbox"/>	<input type="checkbox"/>
Comments/Actions:			
Eye Wash and Showers		Yes	No
Are they readily assessable in areas of caustic/corrosive chemical use?		<input type="checkbox"/>	<input type="checkbox"/>
Does water supply provide flush at a comfortable temperature?		<input type="checkbox"/>	<input type="checkbox"/>
Are proper signs and instructions posted?		<input type="checkbox"/>	<input type="checkbox"/>
Are installations flushed frequently to eliminate contamination?		<input type="checkbox"/>	<input type="checkbox"/>
Is the contents of eye wash bottles unexpired (if applicable)?		<input type="checkbox"/>	<input type="checkbox"/>
Comments/Actions:			

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Compressed Gases	Yes	No
Are bottles stored upright and secured against falling over?	<input type="checkbox"/>	<input type="checkbox"/>
Are they segregated by content and legibility marked?	<input type="checkbox"/>	<input type="checkbox"/>
Are caps in place and secured?	<input type="checkbox"/>	<input type="checkbox"/>
Are containers protected against rust and corrosion?	<input type="checkbox"/>	<input type="checkbox"/>
Are they stored away from heat sources?	<input type="checkbox"/>	<input type="checkbox"/>
Are they stored away from stairs, elevators and exit routes?	<input type="checkbox"/>	<input type="checkbox"/>
Are there records of inspections for dents, corrosion, and tests?	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Actions:		
Lighting	Yes	No
Are travel routes and work areas adequately illuminated?	<input type="checkbox"/>	<input type="checkbox"/>
Are lighting fixtures clean?	<input type="checkbox"/>	<input type="checkbox"/>
Is the level of light sufficient for the work being performed?	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Actions:		

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Lighting (continued)	Yes	No
Is there emergency lighting of all exit routes?	<input type="checkbox"/>	<input type="checkbox"/>
Are all bulbs fully-functional (i.e., none require replacement)?	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Actions:		
Chemicals and Fuels	Yes	No
Are tanks and drums made of steel or other appropriate materials?	<input type="checkbox"/>	<input type="checkbox"/>
Are tanks above ground limited to 2,500 gallons?	<input type="checkbox"/>	<input type="checkbox"/>
Are pressure relief valves provided and in good working order?	<input type="checkbox"/>	<input type="checkbox"/>
Are tanks and drums grounded and bonded against static electricity?	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate spill containment?	<input type="checkbox"/>	<input type="checkbox"/>
Are proper spill-absorbent materials provided?	<input type="checkbox"/>	<input type="checkbox"/>
Is container corrosion protection provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are tanks/drums adequately supported?	<input type="checkbox"/>	<input type="checkbox"/>
Is adequate ventilation provided in the area?	<input type="checkbox"/>	<input type="checkbox"/>
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Chemicals and Fuels (continued)	Yes	No
Are storage cabinets secure from tipping, fire-resistant and vented?	<input type="checkbox"/>	<input type="checkbox"/>
Is storage heating system free of ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>
Are approved portable safety containers used as required?	<input type="checkbox"/>	<input type="checkbox"/>
Are necessary warning signs posted?	<input type="checkbox"/>	<input type="checkbox"/>
Are eye wash stations and first aid kits provided in immediate areas?	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler systems in good working order?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an adequate number of fire extinguishers provided?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Actions:

Conveyors	Yes	No
Are gears, shafts and pulleys guarded at pinch points?	<input type="checkbox"/>	<input type="checkbox"/>
Are drop guards installed to catch falling material?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency stop controls adequately located and operational?	<input type="checkbox"/>	<input type="checkbox"/>

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Lockout Systems	Yes	No
Are lockout procedures in place for all energized systems/equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are locks and tags available to all authorized workers?	<input type="checkbox"/>	<input type="checkbox"/>
Do lockout scissors permit more than one lock to be installed?	<input type="checkbox"/>	<input type="checkbox"/>
Do tags have space to indicate user, date, time and reason for lockout?	<input type="checkbox"/>	<input type="checkbox"/>
Does lockout system ensure zero-energy state of system/equipment?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Actions:

Exits and Escapeways	Yes	No
Are there sufficient exits/escapeways for prompt escape?	<input type="checkbox"/>	<input type="checkbox"/>
Are they open (not locked or blocked)?	<input type="checkbox"/>	<input type="checkbox"/>
Are all exit routes clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>
Are all exits/escapeways marked and illuminated?	<input type="checkbox"/>	<input type="checkbox"/>
Are they wide enough?	<input type="checkbox"/>	<input type="checkbox"/>

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Exits and Escapeways (continued)	Yes	No
Are approaches unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Are exit/escapeways free from combustible and flammable materials?	<input type="checkbox"/>	<input type="checkbox"/>
Are they clear of snow, ice or other slipping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Do all exits open outward onto a level surface?	<input type="checkbox"/>	<input type="checkbox"/>
Is there more than one exit from each work area?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Actions:

First Aid Kits/Stations/Equipment	Yes	No
Do numbers of kits, stations and equipment comply with legislation?	<input type="checkbox"/>	<input type="checkbox"/>
Are the names and work locations of those trained in first aid posted?	<input type="checkbox"/>	<input type="checkbox"/>
Are signs indicating the location(s) of first aid kit(s) posted?	<input type="checkbox"/>	<input type="checkbox"/>
Are signs indicating the location(s) of first aid kit(s) easy to read?	<input type="checkbox"/>	<input type="checkbox"/>
Are stretchers readily accessible?	<input type="checkbox"/>	<input type="checkbox"/>

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Fire Protection	Yes	No
Are suitable extinguishers located at proper locations?	<input type="checkbox"/>	<input type="checkbox"/>
Are extinguishers inspected monthly and in good working order?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire hoses properly mounted and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
Is all fire equipment visibly marked to be located in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire doors, lids and shutters in good repair with fusible links intact?	<input type="checkbox"/>	<input type="checkbox"/>
Do sprinkler heads have minimum clearance from materials?	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler master control valves assessible and locked open?	<input type="checkbox"/>	<input type="checkbox"/>
Is PPE for fire brigade members in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is fire control and/or suppression provided and operational?	<input type="checkbox"/>	<input type="checkbox"/>
In higher-risk areas for fire, are proper warning signs posted?	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire suppression system operational?	<input type="checkbox"/>	<input type="checkbox"/>

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Guards	Yes	No
Are all mechanical power transmissions guarded?	<input type="checkbox"/>	<input type="checkbox"/>
Are pinch points guarded?	<input type="checkbox"/>	<input type="checkbox"/>
Are fixed guards secured in position?	<input type="checkbox"/>	<input type="checkbox"/>
Are interlocking guards operative?	<input type="checkbox"/>	<input type="checkbox"/>
Are automatic guards properly adjusted?	<input type="checkbox"/>	<input type="checkbox"/>
Are operating controls guarded against inadvertent actuation?	<input type="checkbox"/>	<input type="checkbox"/>
Are operating controls locked and the key removed when not in use?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency stops operational and correctly positioned?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency stops properly labelled and colour-coded?	<input type="checkbox"/>	<input type="checkbox"/>
Are isolation and lockout provided for servicing?	<input type="checkbox"/>	<input type="checkbox"/>
Are guards provided for rotating parts, chips, sparks, kickbacks, etc.?	<input type="checkbox"/>	<input type="checkbox"/>

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Floors	Yes	No
Are they clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>
Is drainage maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Are they free of slip, trip or fall hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any protrusions, nails, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Are openings covered or barricaded?	<input type="checkbox"/>	<input type="checkbox"/>
Are load limits posted on upper floors?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Actions:

Materials Handling	Yes	No
Are dock-boards provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are containers in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
Are pallets and skids of correct type and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
Are chains, slings and ropes adequate and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is lifting equipment properly stored?	<input type="checkbox"/>	<input type="checkbox"/>

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Ladders	Yes	No
Are the safety feet in proper condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are they free of paint, grease and oil?	<input type="checkbox"/>	<input type="checkbox"/>
Is the ladder properly positioned and tied off at the top when in use?	<input type="checkbox"/>	<input type="checkbox"/>
Are doors near the ladder blocked, locked or guarded?	<input type="checkbox"/>	<input type="checkbox"/>
Is the ladder supported if placed against an opening when not in use?	<input type="checkbox"/>	<input type="checkbox"/>
Is a three-foot extension above the accessed roof/platform present?	<input type="checkbox"/>	<input type="checkbox"/>
Are all defective ladders tagged out?	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders near electrical areas non-metallic?	<input type="checkbox"/>	<input type="checkbox"/>
Are both rails of the ladder supported?	<input type="checkbox"/>	<input type="checkbox"/>
Do fixed ladders have landing platforms at proper intervals?	<input type="checkbox"/>	<input type="checkbox"/>
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Hand and Portable Tools	Yes	No
Are tools, cords and hoses in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are items in proper storage when not in use?	<input type="checkbox"/>	<input type="checkbox"/>
Are guards and safety devices in place and serviceable?	<input type="checkbox"/>	<input type="checkbox"/>
Is electrical grounding or double insulation serviceable?	<input type="checkbox"/>	<input type="checkbox"/>
Are power tools equipped with constant pressure switches?	<input type="checkbox"/>	<input type="checkbox"/>
Are tool retainers installed on pneumatic tools?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Actions:

Valves and Mechanical Controls	Yes	No
Are all valves and controls labelled and colour-coded?	<input type="checkbox"/>	<input type="checkbox"/>
Are they all operational?	<input type="checkbox"/>	<input type="checkbox"/>
Are they all readily accessible?	<input type="checkbox"/>	<input type="checkbox"/>

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Lifting Gear/Equipment	Yes	No
Is gear in good condition, clean, serviced and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
Is gear legibly labelled as to capacity and load testing?	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment fitted with overhead guards?	<input type="checkbox"/>	<input type="checkbox"/>
Are areas designated for refuelling or recharging?	<input type="checkbox"/>	<input type="checkbox"/>
Are all controls operational?	<input type="checkbox"/>	<input type="checkbox"/>
Is there safe access (steps or platforms) to cab/seat?	<input type="checkbox"/>	<input type="checkbox"/>
Are all limit stops operational?	<input type="checkbox"/>	<input type="checkbox"/>
Are hoist motor brakes operational?	<input type="checkbox"/>	<input type="checkbox"/>
Are cables/ropes in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is hoist chain/rope free of kinks and twists?	<input type="checkbox"/>	<input type="checkbox"/>
Are hooks deformed or damaged?	<input type="checkbox"/>	<input type="checkbox"/>
Are in-running pinch points guarded?	<input type="checkbox"/>	<input type="checkbox"/>

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Noise Exposure	Yes	No
Are engineering controls used to reduce or eliminate loud noises?	<input type="checkbox"/>	<input type="checkbox"/>
Is proper hearing protection provided?	<input type="checkbox"/>	<input type="checkbox"/>
Is proper hearing protection worn at all times?	<input type="checkbox"/>	<input type="checkbox"/>
Are signs posted in noisy areas?	<input type="checkbox"/>	<input type="checkbox"/>
Are proper procedures being followed to reduce noise levels?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Actions:

Roadways	Yes	No
Are surfaces in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient width and vertical clearance?	<input type="checkbox"/>	<input type="checkbox"/>
Are standard signs and markers in place?	<input type="checkbox"/>	<input type="checkbox"/>
Are rail sidings in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
Are necessary traffic lights in operation?	<input type="checkbox"/>	<input type="checkbox"/>

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Platforms and Scaffolding	Yes	No
Are they wide enough?	<input type="checkbox"/>	<input type="checkbox"/>
Is the flooring non-skid?	<input type="checkbox"/>	<input type="checkbox"/>
Is there safe access to moveable platforms?	<input type="checkbox"/>	<input type="checkbox"/>
Are access gates self-closing and locking?	<input type="checkbox"/>	<input type="checkbox"/>
Is the surface equipped with standard guard rails?	<input type="checkbox"/>	<input type="checkbox"/>
Are scaffolds sound and rigid?	<input type="checkbox"/>	<input type="checkbox"/>
Is the surface clear of tools or materials?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Actions:

Stairs	Yes	No
Are they wide enough?	<input type="checkbox"/>	<input type="checkbox"/>
Are they angled properly?	<input type="checkbox"/>	<input type="checkbox"/>
Are the steps uniform in height and tread depth?	<input type="checkbox"/>	<input type="checkbox"/>

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Stairs (continued)	Yes	No
Are risers open if the tread depth is shallow?	<input type="checkbox"/>	<input type="checkbox"/>
Do outdoor stairs have grating-type treads?	<input type="checkbox"/>	<input type="checkbox"/>
Are treads and nosings slip-resistant?	<input type="checkbox"/>	<input type="checkbox"/>
Are long flights broken by platforms?	<input type="checkbox"/>	<input type="checkbox"/>
Are railings provided on open sides or on one side if stairs are closed?	<input type="checkbox"/>	<input type="checkbox"/>
Is there proper vertical clearance?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Actions:

Warning Systems	Yes	No
Are fire/emergency alarm systems operational?	<input type="checkbox"/>	<input type="checkbox"/>
Are hazard warning systems on appropriate vehicles and equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are pressure vessels equipped with overpressure warning systems?	<input type="checkbox"/>	<input type="checkbox"/>
Are there temperature alarms on fired pressure vessels?	<input type="checkbox"/>	<input type="checkbox"/>
Are railway sidings equipped with warning signs and devices?	<input type="checkbox"/>	<input type="checkbox"/>

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Stacking and Storage	Yes	No
Is housekeeping in proper order?	<input type="checkbox"/>	<input type="checkbox"/>
Are aisles and access paths clear and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Are heavier items stored on lower levels of a racking system?	<input type="checkbox"/>	<input type="checkbox"/>
Are all stacks stable and secure against sliding or collapsing?	<input type="checkbox"/>	<input type="checkbox"/>
Is proper drainage provided in storage areas?	<input type="checkbox"/>	<input type="checkbox"/>
Are storage areas free of fire hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are rack and platform load limits posted and observed?	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Actions:		
Ventilation	Yes	No
Is airflow adequate?	<input type="checkbox"/>	<input type="checkbox"/>
Are air inlets and openings arranged to minimize contaminant escape?	<input type="checkbox"/>	<input type="checkbox"/>
Do enclosures provide continuous inward air flow?	<input type="checkbox"/>	<input type="checkbox"/>
Are separators provided if air is recirculated?	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Actions:		

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Ventilation (continued)	Yes	No
Do hoods draw air away from people?	<input type="checkbox"/>	<input type="checkbox"/>
Is ductwork made of non-combustible material?	<input type="checkbox"/>	<input type="checkbox"/>
Is ductwork sealed and adequately supported?	<input type="checkbox"/>	<input type="checkbox"/>
Are clean-out doors provided?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Actions:

Waste disposal	Yes	No
Are there adequate numbers of metal refuse containers?	<input type="checkbox"/>	<input type="checkbox"/>
Are separate containers provided for flammable refuse and waste?	<input type="checkbox"/>	<input type="checkbox"/>
Are there safe disposal facilities for wastes?	<input type="checkbox"/>	<input type="checkbox"/>
Are anti-static devices fitted as necessary?	<input type="checkbox"/>	<input type="checkbox"/>

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Waste disposal (continued)	Yes	No
Are chemical spill absorbents available in work areas?	<input type="checkbox"/>	<input type="checkbox"/>
Are proper WHMIS labels in place?	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Actions:		
Workstation Design	Yes	No
Are workers required to assume awkward positions to perform tasks?	<input type="checkbox"/>	<input type="checkbox"/>
Are workers required to use excessive exertion to perform tasks?	<input type="checkbox"/>	<input type="checkbox"/>
Are workers required to perform manually repetitive tasks?	<input type="checkbox"/>	<input type="checkbox"/>
Are properly designed chairs provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are controls situated to allow operators easy access?	<input type="checkbox"/>	<input type="checkbox"/>
Do controls follow normal response patterns (down for “off”, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Are standard colour codings used for warnings and info displays?	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Actions:		