

Workplace Inspection Checklist

The health and safety representative (HSR) or non management health and safety committee member (HSC) will conduct workplace inspections according to schedule 1 Workplace Inspections. If the workplace does not require a HSR or HSC, the Manager is responsible for the task.

Date:		Department	
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Fire	✓	✘	Who is responsible?	By When? Comments?
Extinguishers in place, recently serviced, and inspected annually				
Clearly marked signs for fire exits				
Exit doors easily opened from inside, and free from any clutter or blockage obstructing access.				
Fire alarm system functioning properly and checked annually				
Fire and evacuation plan is posted				
Emergency lighting in place and regularly tested				
Electrical	✓	✘	Who is responsible?	By When? Comments?
No broken plugs, sockets, switches or exposed wires				
Health and Safety Communication Board	✓	✘	Who is responsible?	By When? Comments?
Health and safety board posted with required documents				
General Lighting	✓	✘	Who is responsible?	By When? Comments?
Adequate illumination				
No burnt-out bulbs				

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Chemicals on Site	✓	✗	Who is responsible?	By When? Comments?
SDSs for all chemicals in a dedicated binder or electronic resource and easily accessible.				
Containers clearly labelled, including with names and dates if required				
First Aid	✓	✗	Who is responsible?	By When? Comments?
First aid area clean and orderly & easy to access first aid material i.e., first aid kit, emergency drug kit				
First aid kit checked with required first aid materials, first aid log and inspection record				
Emergency drug kit checked for expiry dates and complete.				
Team members know how to get first aid when needed (ask a team member)				
Floors, Stairways, Aisle and Walls (all areas)	✓	✗	Who is responsible?	By When? Comments?
Clear and unblocked				
There are no visible cracks or missing tiles; grout is intact; flooring is stain-free and professionally cleaned				
Even surface, no cracks or holes, no loose debris or worn carpeting				
Floors are not slippery or wet				
Stairways are well lit				
Handrails and handholds are in place				
All walls are intact, clean and in good state of repair; baseboards are clean				
Parking lot and sidewalks are clear of debris; pavement or asphalt is level; there are no tripping hazards, no surface cracks, ice and no potholes				

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Waste and Recycling	✓	✗	Who is responsible?	By When? Comments?
Bins emptied regularly, lined with plastic bags. Lids on each bin, if not enclosed				
Waste disposal meets legislated biomedical waste by-laws				
Sharp containers are clearly labeled, puncture resistant, tamper-proof, closable, leakproof, and not filled past the ¾ mark				
Storage Area	✓	✗	Who is responsible?	By When? Comments?
Storage designed to minimize lifting				
Heavier items kept to lower ground				
Good general conditions of racks and shelving				
Materials not piled on top of each other				
Ladders have non-slip safety feet, and in good condition				
Combustible materials are stored in a cool dry area away from heat sources, direct sunlight and clear from all ignition sources				
Lunchroom, Locker Area, and Bathrooms	✓	✗	Who is responsible?	By When? Comments?
Bathroom(s) are cleaned and sanitized regularly; hand sanitizer is available; sign instructing staff to wash hands prior to leaving bathroom is posted				
Surfaces and appliances are cleaned and disinfected daily				
Reception/Front Desk/Office Space	✓	✗	Who is responsible?	By When? Comments?
Filing cabinets well secured, evenly stocked, cabinet drawers are in proper working condition				

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Sitting area furniture is in proper condition				
All shelves free from piling				
Administrative staff chairs are in proper condition				
Ventilation system working				
Eyewash Station	✓	*	Who is responsible?	By When? Comments?
Eyewash station functioning				
Path to eye wash system is unobstructed				
Eyewash station clearly marked with instructions for use and permanently affixed to the unit; if applicable, expiration date clearly marked				
Cylinders of compressed gas	✓	*	Who is responsible	By When? Comments?
Cylinders of compressed gas firmly secured i.e. chained to the wall or if applicable, mobile nitrous unit is in good repair				
Unused cylinders of compressed gas secured and stored with protective cap				
Personal Protective Equipment (PPE)	✓	*	Who is responsible?	By When? Comments?
PPE is available and worn (observe)				
PPE is maintained				
Training in PPE use and care (ask a team member)				
Various	✓	*	Who is responsible?	By When? Comments?
Health and safety binder or safety central resource in place with policies, programs				

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Safety measures are in place for anyone working alone				
Training on workplace violence and harassment (ask a team member)				
Other Items	✓	✘	Who is responsible?	By When? Comments?
Additional Comments				

Name and Signature of Health and Safety Representative/Committee Member	Date
Name and Signature of Manager	Date

Please note this list is not exhaustive and includes some of the most common inspection items. The document can be customized as needed.

✓ = Satisfactory ✘ = Requires Action