**Building: Date:**

**Names of Inspectors:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** |

|  |  |
| --- | --- |
|  | **Emergency equipment and procedures** |
| A.1 | Fire extinguishers |   |   |   |
| A.2 | Fire detection & suppression systems |   |   |   |
| A.3 | First aid kits |   |   |   |
| A.4 | Eye wash stations |  |  |  |
| A.5 | Emergency lighting |  |  |  |
| A.6 | Alarms |  |  |  |
| A.7 | Escape routes and muster points signed |  |  |  |
| A.8 | Emergency procedures signed |  |  |  |
| A.9 | Emergency contact information posted |  |  |  |
| A.10 | Emergency drill performed in last 12 months |  |  |  |
|  | **Floors, walkways and stairways** |
| B.1 | Well-lit |   |   |   |
| B.2 | No blind corners |   |   |   |
| B.3 | Free of tripping hazards (e.g., clutter, damaged mats, uneven flooring, uncovered cables) |  |  |  |
| B.4 | Dry, clean, and free of slipping hazards |  |  |  |
| B.5 | Railings and guardrails in place and secure |  |  |  |
|  | **Entrances and parking lots** |
| C.1 | Well-lit |   |   |   |
| C.2 | Clear of obstructions |   |   |   |
| C.3 | Entrances are secured |   |   |   |
| C.4 | Clear signage in parking lot (no parking, speed limits, direction of traffic, etc.) |   |   |   |
|  | **Shop floors and work yards** |
| D.1 | Appropriate lighting for work tasks |   |   |   |
| D.2 | Air flow and ventilation appropriate for work tasks |   |   |   |
| D.3 | Piping for gas, compressed air, etc. clearly labelled |   |   |   |
| D.4 | Electrical control boxes have clear access |   |   |   |
| D.5 | Circuit breakers and starter switched clearly marked |   |   |   |
| D.6 | Adequate heating and cooling |   |   |   |
| D.7 | Safe noise levels or hearing protection provided as required |   |   |   |
| D.8 | Pedestrian traffic separated from vehicle traffic where practical |  |  |  |
|  | **Materials** |
| E.1 | Stacked materials are stable (interlocked, strapped, or other means of restraint) |   |   |   |
| E.2 | Stacked materials are not near ignition sources |   |   |   |
| E.3 | Stacked materials do not obstruct sprinkler systems |   |   |   |
| E.4 | Containers and storage racks undamaged and appropriate for materials |  |  |  |
| E.5 | Hazardous materials are properly labelled |  |  |  |
| E.6 | Flammable and hazardous materials secured and stored in approved containers |  |  |  |
| E.7 | SDS available and less than three years old |  |  |  |
|  | **Tools and Equipment** |
| F.1 | Maintenance log up-to-date |   |   |   |
| F.2 | Inspection log up-to-date |   |   |   |
| F.3 | Warning signage for physical hazards created by equipment and processes |   |   |   |
| F.4 | Hazardous points of operation adequately guarded |   |   |   |
| F.5 | Safeguards in place, in good condition, and cannot be easily removed by workers |   |   |   |
| F.6 | Lockout procedures posted |   |   |   |
| F.7 | Equipment positioned to avoid endangering other workers |   |   |   |
| F.8 | Workers protected from materials ejected from tools or equipment |  |  |  |
| F.9 | Equipment controls clearly labelled and within easy reach, but protected from inadvertent activation |  |  |  |
| F.10 | Defective tools and equipment tagged and removed from service |  |  |  |
| F.11 | PPE available as required for all workers |  |  |  |
|  | **Ladders** |
| G.1 | Ladders are appropriate for the work task |   |   |   |
| G.2 | Ladders are in good condition with no obvious signs of wear and tear |   |   |   |
|  | **Mobile equipment** |
| H.1 | Maintenance logs up -to -date |   |   |   |
| H.2 | Pre-use inspection logs up-to-date |   |   |   |
| H.3 | Operators are trained |   |   |   |
|  | **Work practices - general** |
| I.1 | Workers trained for specific work tasks |   |   |   |
| I.2 | Workers supervised for work tasks |   |   |   |
| I.3 | Tools used for their designed purposes only |   |   |   |
|  | **Personal protective equipment (PPE)** |
| J.1 | Workers are trained in correct PPE use |   |   |   |
| J.2 | Used consistently and correctly |   |   |   |
| J.3 | Maintained in good working order |  |  |  |
| J.4 | Inspected and replaced on schedule |  |  |  |
|  | **Ladder use** |
| K.1 | Workers not required to carry materials up and down ladders |   |   |   |
| K.2 | Ladders are used only for non -routine activities completed in 15 minutes or less |   |   |   |
| K.3 | Fall protection used when required |   |   |   |
| K.4 | 3-point contact maintained |  |  |  |
|  | **Slipping and tripping avoidance** |
| L.1 | Handrails are used |   |   |   |
| L.2 | Spills cleaned immediately |   |   |   |
| L.3 | Well -fitting, non -slip footwear worn |   |   |   |
|  | **Ergonomics** |
| M.1 | Available assistive equipment and/or mechanical aids used |   |   |   |
| M.2 | Tasks are varied or rotated to minimize repetitive movement |   |   |   |
| M.3 | Loads assessed before lifting or pulling |   |   |   |
| M.4 | Loads maintained close to body |   |   |   |
| M.5 | Lifting with legs |   |   |   |
| M.6 | Upper body kept erect |   |   |   |
| M.7 | Natural reaching without having to over -extend |   |   |   |
| M.8 | Work stations and seating at proper height |   |   |   |
|  | **Safe work practices for high-risk work conform to regulatory requirements and are followed** |
| N.1 | Working at elevation |   |   |   |
| N.2 | Asbestos exposure |  |  |  |
| N.3 | Exposure to hazardous materials |  |  |  |
| N.4 | Working in excavations |  |  |  |
| N.5 | Entry into confined space |  |  |  |
| N.6 | Working near combustible dust |  |  |  |
| N.7 | Hand falling or bucking |  |  |  |
| N.8 | Use of explosives, or flammable or combustible materials |  |  |  |
| N.9 | De-energization, lockout, and safeguarding |  |  |  |
| N.10 | Exposure to violence |  |  |  |
|  | **Other areas of focus** |
| O.1 | Problems identified in previous inspection(s): |  |  |  |
| O.2 | Priority areas as defined by the joint committee: |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Corrective Action** | **Assigned To** | **Date to be completed by** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Notes on deficiencies / other comments** |
|  |