

Date: _____

Inspector(s): _____

Job Title: _____

Chair: _____

Signature: _____



100 MILE HOUSE THOMPSON RIVERS UNIVERSITY

WORKPLACE SAFETY INSPECTION CHECKLIST

Note: The list is not exhaustive. Specialised workplaces are encouraged to add their own items, Section 14 at the end of the Checklist is provided for this purpose. **Answering 'no' to any of the following questions indicates a need for corrective action to be taken.** Please forward a copy of your inspection to the OH&S Department at the Kamloops Campus.

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
1.	FIRE SAFETY					
1.1	Is there an effective fire alarm?					
1.2	Is the fire alarm tested at least every three months?					
1.3	Is the fire alarm functioning correctly?					
1.4	Are fire exits clearly marked and easily identifiable?					
1.5	Are fire exits free from obstruction?					
1.6	Are emergency procedures displayed?					
1.7	Are building evacuation routes prominently displayed?					
1.8	Are the telephone numbers of emergency services clearly displayed?					
1.9	Are there fire evacuation practices at least twice yearly?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
1.10	Are all building occupants aware of what action takes place in an emergency?					
1.11	Have fire wardens been appointed and trained?					
1.12	Are fire extinguishers available and accessible?					
1.13	Are the fire extinguishers suitable to the type of fire that may occur [Carbon dioxide for electrical fires]?					
1.14	Are fire extinguishers serviced regularly?					
1.15	Are smoke detectors installed?					
1.16	Is a fire sprinkler system installed?					
1.17	Are fire sprinklers unobstructed?					
1.18	Does regular housekeeping reduce rubbish and combustible material accumulation?					
1.19	Are flammable materials properly stored?					
2.	FIRST AID					
2.1	Is there a qualified first aid person appointed?					
2.3	Are emergency services contact details displayed?					
2.4	Are there sufficient numbers of first aid kits?					
2.5	Are first aid kits readily accessible?					
2.6	Is someone tasked with the responsibility of restocking the first aid kit?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
2.7	Are the contents of the first aid kits checked regularly?					
2.9	Is a usage register of first aid items maintained?					
2.10	Is a register of first aid treatment administered maintained?					
3.	LIGHTING					
3.1	Are all areas adequately lit?					
3.2	Would you consider natural light is used to the best advantage?					
3.3	Is task lighting available where required?					
3.4	Are areas free from glare created by unshielded lights, sunlight or from bright reflecting surfaces?					
3.5	Is there an emergency lighting system that is adequately maintained?					
3.6	Are light fittings in good repair and clean?					
3.7	Are all illuminated signs and notices in lift ways and exits in working order?					
3.8	Is outside lighting adequate for safety and security?					
5.	OFFICES					
5.1	Are ergonomic issues being addressed for employees using computers? If no, refer to the Ergonomic Assessment document you received. Also see the Ergonomic section of the TRU OH&S Website.					
5.2	Is there sufficient individual storage space?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
5.3	Are workstation areas free from clutter?					
5.4	Is all furniture in good repair?					
5.5	Are all cabinets, shelves, and fittings above 5ft secured to prevent toppling?					
5.6	Is the office kept clear of trash and are recyclable materials removed promptly?					
5.7	Is there adequate access to a nearby power supply?					
5.8	Are all extension/electronic cords in good condition? (Not frayed/missing prongs)					
5.9	Is only one power bar being used in a sequence?					
5.10	Are all cords/wires out of the way?					
5.11	Are chemical products used in the office being purchased in small quantities and stored properly? (Are MSDS's available)					
5.12	Is desktop equipment placed so that it cannot fall off?					
5.13	Is office equipment accessible to allow ease of use?					
5.16	Is the noise level from the equipment acceptable?					
5.17	Does the equipment give a clear indication of whether it is on/off?					
5.18	Are procedures in place to report and repair faulty equipment?					
5.19	Has electrical equipment been inspected and compliance tagged?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
5.20	Are photocopiers placed in a well-ventilated position?					
5.21	Do all doors and windows open and close as they should?					
5.22	Is ventilation adequate?					
6.	ELECTRICAL					
6.1	Are circuit breaker switches installed?					
6.2	Is the main switch/circuit breaker clearly labeled?					
6.3	Is the electrical panel not blocked?					
6.4	Are power outlets in good working order?					
6.5	Are power outlets of sufficient rating?					
6.6	Are there sufficient power outlets to restrict the use of double adapters?					
7.	STORAGE AREAS					
7.1	Is storage adequate to meet requirements?					
7.2	Is storage suitable for the purpose used?					
7.3	Are storage areas easily accessible?					
7.4	Are stacks stable?					
7.5	Is there safe storage for heavy items [in a low position]?					
7.6	Are the cupboards and shelves in good condition?					
7.7	Are shelves free from dust and rubbish?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
7.8	Is the shelf approach unobstructed to allow correct lift technique?					
7.9	Are stored items checked for shelf life?					
7.10	Are floors clear of rubbish and trip hazards?					
7.11	Are storage areas clearly identified?					
7.12	Are stools and ladders available for obtaining items above comfortable reach?					
7.13	Are mechanical devices provided for lifting and carrying heavy objects?					
8.	CLASSROOMS/COMP. LABS					
8.1	Are workstation areas free from clutter?					
8.2	Is all furniture in good repair?					
8.3	Do windows and doors open and close properly?					
8.4	Is carpeting in good condition?					
8.5	Is there adequate access to a nearby power supply?					
8.6	Are all extension/electronic cords in good condition? (Not frayed/missing prongs)					
8.7	Is only one power bar being used in a sequence?					
8.8	Are all cords/wires out of the way?					
8.9	Is ventilation/temperature adequate?					
8.10						

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
9.	WASHROOMS					
9.1	Are all toilets clean, private and well ventilated?					
9.2	Is there at least one basin with hot and cold running water for every 15 employees?					
9.3	Is soap (or soap dispensers) provided?					
9.4	Are hand drying facilities available?					
9.5	Are floors treated to avoid slips due to water spillage?					
9.6	Are electrical items placed away from sinks and other water pooling areas?					
9.7	Is sanitary disposal in place and serviced regularly?					
9.8	Are toilets cleaned regularly?					
9.9	Are toilet facilities in good repair?					
10.	KITCHEN/ AMENITY AREAS					
10.1	Is the kitchen/amenities area kept clean?					
10.2	Is drinking water available?					
10.3	Are the floors clean and in good repair?					
10.4	Are kitchen appliances and white goods clean?					
10.5	Do kitchen appliances and white goods display electrical compliance tagging?					
10.6	Are there suitable receptacles for waste and are they emptied regularly?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
10.7	Are MSDS held with any hazardous cleaning materials resident in the kitchen area and are cleaning chemicals stored appropriately?					
11.	GENERAL					
11.1	Are employees aware of hazards specific to their workplace?					
11.2	Do employees report accidents?					
11.3	Do employees report near miss incidents?					
11.4	Do employees report hazards?					
11.5	Is access/egress to the building safe?					
11.6	Are exits signs clearly posted?					
11.7	Do regular maintenance inspections of the building take place?					
11.8	Is a system in place for the reporting of building defects?					
11.9	Are emergency exit points clearly marked and free from obstruction?					
11.10	Can exit doors be opened from the inside?					
11.11	Are building evacuation routes prominently displayed?					
11.12	Are arrangements in place to safely deal with visitors and other third parties on premises?					
11.13	Are arrangements in place for the safety of employees/visitors with limited mobility?					
11.14	Are surfaces of pathways around the building well maintained?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
11.15	Are window panes clean and unbroken?					
11.16	Are window ledges free of dust and rubbish?					
11.17	Are walls clean and in good repair?					
11.18	Are indoor and outdoor stairs and railings in good condition?					
12.	TRAINING					
12.1	Is OH&S included in induction training for all employees?					
12.2	Does initial training include a thorough review of hazards and accidents associated with the job?					
12.3	Is training provided for the use of emergency equipment?					
12.4	Is there satisfactory task training to ensure work is carried out safely?					
12.8	Are staff aware of their OHS representative?					
12.9	Are training records maintained for all OH&S training?					
13.	EMPLOYEE PARTICIPATION					
13.1	Do employees have access to the minutes of health and safety committee meetings?					
13.2	Are workers consulted on the safety aspects of all the equipment?					
13.3	Is health and safety a standing agenda item for staff meetings?					

	YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
--	-----	----	----------	-------------------------------	-----------------------

13.4	Are employees encouraged to bring their concerns regarding health and safety to the attention of management?				
------	--	--	--	--	--

14.	WORKPLACE SPECIFIC ADDITIONS				
------------	-------------------------------------	--	--	--	--

Doc # OH&S 21.9

H:\OH&S Directory File Structure\Master OH&S Forms\Checklists\2007 04 10 100 Mile Workplace Checklist.doc