

Date: \_\_\_\_\_

Inspector(s): \_\_\_\_\_

Job Title: \_\_\_\_\_

Chair: \_\_\_\_\_



THOMPSON RIVERS UNIVERSITY

ELECTRONIC HAZARD CHECKLIST

**This list is not exhaustive and over time new hazards may come to be. The space at the bottom is for you to add your own identified hazards. Please notify the OH&S department so the checklist can be updated with these additions. Answering 'no' to any of the following questions indicates a need for corrective action to be taken.**

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
<b>1.</b>	<b>Hazard &amp; Location</b>					
1.	<b>General safety</b> – are electrical safety procedures posted and enforced? Are protocols in place for PPE? Are there signs of safety rules posted Are there any “no food or drink” signs? Is there an eyewash station located there? (253,260,278,281)					
2.	<b>Soldering</b> – Is there adequate training and supervision? Is there sufficient ventilation? (281)					
3.	<b>Lab Procedures</b> – Are lab safety procedures posted? (253,278,282)					
4.	<b>Storage</b> - Are all materials safely and properly stored? (253,260,278,284)					
5.	<b>Cords</b> – Are all power cords in good repair? Are they placed out of the way (tripping hazard)? (253)					
6.	<b>Floor Tiles</b> – Are all floor tiles securely in place? Are they free of rodent habitation? (261)					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
7.	<b>Chemicals</b> - Are chemicals clearly labeled? Are they stored in a safe and proper storage cabinet? (261)					
8.	<b>Storage</b> - Are all materials safely and properly stored? (278)					
9.	<b>Floors</b> - Are floors clear of waste and debris? Is hazard tape placed surrounding work areas? (278)					
10.	<b>Conveyor</b> - Is there adequate training and supervision? Is there any safety stickers posted? Are guards in place? Is there an ESD installed? (278)					
11.	<b>Grinder</b> - Is there safety training in place for the grinder? Is tool rest gap set correctly? What condition is the grinder stone in? Is a face shield provided? (278)					
12.	<b>Cords and Power bars</b> - Are all cords and power bars in good condition? Are they of the proper rating for task? (278)					
13.	<b>Machines</b> - Is there adequate training and supervision? Are protocols posted with regards to position and clothing? Is there an ESD installed? (278)					
14.	<b>Live Wires</b> - Is there proper training for the handling of live wires? Are there safe work procedures in place for working with live wires? (282)					

Signature: \_\_\_\_\_

### **General Issues to Always Look For**

- Cords: Damaged extension cords, chains of extension cords, Male prong missing, proper wire size
- Lockouts: when doing work on any piece of power equipment, proper precautions must be taken to ensure the power source has been eliminated and locked out. If it's just a matter of unplugging the cord from the wall, the individual doing the work must have a constant view of the unplugged cord.
- Safe work procedures: safe work procedures must be readily available at all times
- Spills: ensure anything spilled has been cleaned up to avoid slipping hazards and exposure, a procedure should be in place to remedy accidental spills
- Work benches: work space on benches should be adequate to work safely
- Walkways: designated walk ways and safety areas should be clearly marked
- Combustibles: a collection of combustible materials such as oil rags, cardboard or garbage should be eliminated
- Equipment: equipment used must be certified and in good working condition. Anything broken should be flagged and not used.
- PPE: requirement signs should be posted on doors to shops and requirements MUST be enforced
- Training: all students need to be trained on any safety issues and equipment they are expected to use. It is a good idea to also do a follow up refresher training mid term.
- Eyewash: eyewashes should be flushed often to avoid dirt build up and to ensure they are working adequately
- Distraction: it is crucial to ensure students are totally focused on their tasks. All distractions should be avoided.
- Containers: any container that holds chemicals MUST be properly labeled and stored
- High hazard areas should be clearly marked and identified, either with signs or floor taping
- A program for servicing and preventive maintenance should be in place
- Signs: relevant warning signs relating to ALL workshop hazards should be displayed
- Waste: waste materials should be stored appropriately, and a procedure should be in place to legally dispose of the waste
- Housekeeping – if upon inspection you notice that lighting is not adequate, doors don't close properly, or something is damaged, make note of it to ensure the right people are informed
- Clutter – walkways, doorways and places where hazardous materials are stored should be free of clutter to avoid trips etc