

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

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

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

Supervisor: \_\_\_\_\_

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



THOMPSON RIVERS UNIVERSITY

FACILITIES SAFETY INSPECTION CHECKLIST

Note: Not all sections will be applicable to all locations and the list is not exhaustive. Specialised workplaces are encouraged to add their own items, Section 24 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.**

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
1.	<b>WORKSHOP &amp; STORAGE AREAS</b>					
	<u>FIRE SAFETY</u>					
1.01	Is there an effective fire alarm?					
1.02	Are fire exits clearly marked and easily identifiable?					
1.03	Are fire exits free from obstruction?					
1.04	Are emergency procedures, evacuation routes & telephone numbers displayed?					
1.05	Are all building occupants aware of what action takes place in an emergency?					
1.06	Have fire wardens been appointed and trained?					
1.07	Are fire extinguishers available and accessible?					
1.09	Are fire extinguishers inspected yearly?					
1.10	Are smoke detectors installed?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
1.11	Is a fire sprinkler system installed and unobstructed?					
1.13	Are hose reels available, connected to water supply and unobstructed?					
1.21	Does regular housekeeping reduce rubbish and combustible material accumulation?					
1.22	Are flammable materials properly stored?					
	<b><u>GENERAL</u></b>					
1.23	Is storage adequate to meet requirements?					
1.24	Are storage areas easily accessible?					
1.25	Are stacks stable?					
1.26	Is there safe storage for heavy items [in a low position]?					
1.27	Are the cupboards and shelves in good condition?					
1.28	Is there adequate lighting?					
1.29	Is there adequate ventilation?					
1.30	Are shelves free from dust and rubbish?					
1.31	Are items stored to not protrude over the edge of the shelf?					
1.32	Are floors clear of rubbish, spills and trip hazards?					
1.33	Are stable stools and ladders available for obtaining items above comfortable reach?					
1.34	Are mechanical devices provided for lifting and carrying heavy objects?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
1.35	Are chemicals stored appropriately in a common area?					
1.36	Are chemical containers labeled & sealed?					
1.37	Are gas cylinders labeled?					
1.38	Are gas cylinders chained in their appropriate storage space?					
1.39	Are MSDS sheets available for gas cylinders and any other controlled product?					
1.40	Are tools and equipment stored appropriately?					
1.41	Are tools and equipment in good repair?					
1.42	Are staff required to use tools, equipment & machines properly trained and provided with the appropriate PPE?					
1.43	Are areas free of mice & pests? If no, is something being done about the problem?					
<b>2.0</b>	<b><u>OFFICES</u></b>					
2.01	Are employees aware of emergency procedures, telephone numbers and evacuation routes?					
2.02	Are ergonomic issues being addressed for people using computers? (If no, refer to the Ergonomic section on the OH&S webpage).					
2.03	Is lighting adequate?					
2.04	Is ventilation & temperature adequate?					
2.05	Do noise levels appear comfortable?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
2.06	Is working space adequate?					
2.07	Is carpeting in good condition and not badly worn or torn?					
2.08	Does the office arrangement allow for easy exit under emergency conditions?					
2.09	Are items on shelves not crowded, piled too high, or protruding over the edge?					
2.10	Are aisles clear and not obstructed?					
2.11	Are drawers kept closed except when in use?					
2.12	Are fire extinguishers available, accessible and inspected annually?					
2.13	Is the office kept clear of trash and are recycle bins removed promptly?					
2.14	Are wall mounted cabinets, stand –alone bookcases, and wall mounted shelves secured to building surfaces to prevent their falling over?					
2.15	Is weight distributed in file cabinets so that upper drawer contents do not create a top-heavy condition?					
2.16	Are ceiling tiles free from water, rust stains, and excessive dirt?					
2.17	Extension cords are NOT being used as a permanent remedy due to a lack of electrical outlets and are NOT damaged.					
2.18	Cords and plugs are in good condition?					
2.19	Are chemical products used in the office being purchased in small quantities, and are MSDS needed and available?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
2.20	Are heavy items stored low to prevent injury when using them and is a step stool available for retrieval of high items?					
2.21	Multiple power bars are NOT linked together.					