

Date:

Inspector(s) Health and Safety Department

Job Title: Safety Officer

Location: Choose an item. _____

Chair: _____



THOMPSON RIVERS UNIVERSITY

WORKPLACE 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.	FIRE SAFETY					
1.01	Is there an effective fire alarm?			Date last inspected		
1.02	Is the fire alarm tested at least every three months?					
1.03	Is the fire alarm functioning correctly?					
1.04	Are fire exits clearly marked and easily identifiable?					
1.05	Are fire exits free from obstruction?					
1.06	Are emergency procedures displayed?					
1.07	Are building evacuation routes prominently displayed?					
1.08	Are the telephone numbers of emergency services clearly displayed?					
1.09	Are there fire evacuation practices at least twice yearly?					
1.10	Are all building occupants aware of what action takes place in an emergency?					
1.11	Have emergency marshals been appointed and trained?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
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?			Date last inspected:		
1.17	Are fire sprinklers unobstructed?					
1.18	Are hose reels available and connected to water supply?					
1.19	Are hose cupboards free of unnecessary items?					
1.20	Is access to the hose reels unobstructed?					
1.21	Does regular housekeeping reduce rubbish and combustible material accumulation?					
1.22	Are flammable materials properly stored?					
2.	FIRST AID					
2.01	Are first aid officers appointed?					
2.02	Are the names and contact details of first aid officers displayed?					
2.03	AED Unit Inspection			Pads expiry date:		

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3.	LIGHTING					
3.01	Are all areas adequately lit?					
3.02	Are areas free from glare created by unshielded lights, sunlight or from bright reflecting surfaces?					
3.03	Is there an emergency lighting system that is adequately maintained?					
3.04	Are light fittings in good repair and clean?					
3.05	Are all the light fittings shielded with an appropriate cover?					
3.06	Are fittings accessible for routine maintenance?					
3.07	Are all illuminated signs and notices in lift ways and exits in working order?					
3.08	Is outside lighting adequate for safety and security?					
4.	ELECTRICAL					
4.01	Is the main switch/circuit breaker clearly labeled?					
4.02	Is the main switch/circuit breaker easily accessible?					
4.03	Are light fixtures in good condition?					
4.04	Are light fixtures suitably located?					
4.05	Are light fixtures and switches in good working order?					
4.06	Are power outlets in good working order?					

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5.	STORAGE AREAS					
5.01	Is storage adequate to meet requirements?					
5.02	Is storage suitable for the purpose used?					
5.03	Are storage areas easily accessible?					
5.04	Are stacks stable?					
5.05	Is there safe storage for heavy items [in a low position]?					
5.06	Are the cupboards and shelves in good condition?					
5.07	Is there adequate lighting?					
5.08	Is there adequate ventilation?					
5.09	Are shelves free from dust and rubbish?					
5.10	Is the shelf approach unobstructed to allow correct lift technique?					
5.11	Are floors clear of rubbish and trip hazards?					
5.12	Are storage areas clearly identified?					
5.13	Are stools and ladders available for obtaining items above comfortable reach?					
5.14	Are stools and ladders stable?					

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6.	SAFETY SIGNS/ POSTERS					
6.01	Are signs/posters in a prominent position and easy to understand?					
6.02	Are signs/posters available in other languages as necessary?					
6.03	Are signs/posters close to the source of the hazard?					
6.04	Are emergency exit signs in place and easy to identify?					
6.05	Do current signs and posters adequately advise of all hazards present?					
6.06	Are warning signs displayed at potentially hazardous areas [Slippery When Wet]?					
6.07	Are warning signs and or barricades erected when work is in progress?					
6.08	Are signs/posters adequately maintained?					
7.	TOILETS/SHOWERS					
7.01	Are all toilets/showers clean, private and well ventilated?					
7.02	Is there at least one basin with hot and cold running water for every 15 employees?					
7.03	Is soap (or soap dispensers) provided?					
7.04	Are hand drying facilities available?					
7.05	Are floors treated to avoid slips due to water spillage?					
7.07	Are electrical items placed away from sinks and other water pooling areas?					

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7.08	Are toilets cleaned regularly?					
7.09	Are toilet facilities in good repair?					
8.	GENERAL					
8.01	Are employees aware of hazards specific to their workplace?					
8.02	Is access/egress to the building safe?					
8.03	Are exits clearly sign posted?					
8.04	Do regular maintenance inspections of the building take place?					
8.05	Is a system in place for the reporting of building defects?					
8.06	Are emergency exit points clearly marked and free from obstruction?					
8.07	Can exit doors be opened from the inside?					
8.08	Are building evacuation routes prominently displayed?					
8.09	Are arrangements in place to safely deal with visitors and other third parties on premises?					
8.10	Are arrangements in place for the safety of employees/visitors with limited mobility?					
8.12	Are surfaces of pathways around the building well maintained?					
8.13	Are floors free from litter?					
8.14	Are uncarpeted floors clean? [no oil, grease or water spills]?					

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8.15	Are carpets in good repair [no holes, loose threads]?					
9.	WORKPLACE SPECIFIC ADDITIONS					

Signature: *G. Maurits*