

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

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

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

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

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



THOMPSON RIVERS UNIVERSITY

STORES & TOOL CRIB 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	ACTION TYPE	DATE ACTION COMPLETED
<b>1.0</b>	<b><u>HAZARDOUS MATERIALS</u></b>					
1.1	Are updated MSDS's available to refer to when handling hazardous materials?					
1.2	Is PPE (gloves/goggles) used when handling chemicals labeled "Flammable," "Poisonous", "Corrosive," or "Caustic"?					
1.3	Are all chemicals that are distributed to the departments properly labeled with?					
1.4	Do chemical users have access to MSDS for all hazardous chemicals?					
<b>2.0</b>	<b><u>GENERAL SAFETY</u></b>					
2.1	Are objects placed on shelves so they don't wobble?					
2.2	Are items stored so they aren't overhanging from shelves into walkways?					
2.3	Are heavy items on middle or lower shelves?					
2.4	Have workers had safe lifting technique instruction?					

		YES	NO	COMMENTS	ACTION TYPE	DATE ACTION COMPLETED
2.5	Is a ladder available for working at height?					
2.6	Is the floor suitable for ladders?					
2.7	Are stacked boxes stable?					
2.8	Is accumulated combustible material minimized?					
2.9	Is the work area free of rodent droppings?					
2.10	Do workers know what to do when mice or mice droppings are discovered?					
<b>3.0</b>	<b><u>FORKLIFT SAFETY</u></b>					
3.1	Has training been provided?					
3.2	Is the forklift inspected before use?					
3.3	Is a record of the most recent forklift inspection available?					
3.4	Is a seat belt always worn when driving the forklift?					
3.5	If propane powered, are propane cylinders stored appropriately?					
<b>4.0</b>	<b><u>PALLET JACK SAFETY</u></b>					
4.1	Has training been provided for the pallet jack?					
4.2	Is the lifting capacity marked on the pallet jack?					
<b>5.0</b>	<b><u>ADDITIONAL</u></b>					

		YES	NO	COMMENTS	ACTION TYPE	DATE ACTION COMPLETED

**GENERAL ISSUES TO ALWAYS WATCH FOR**

- Cords: Damaged extension cords, chains of extension cords, Male prong missing, proper wire size
- 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
- 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.
- Containers: any container that holds chemicals MUST be properly labelled and stored
- 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