

Date: [Click here to enter a date.](#)

Inspector(s): G.Maurits Job Title: Safety Officer __Dean: [Lindsay Langill](#)



THOMSON RIVERS UNIVERSITY

TRADES BLDG. SAFETY INSPECTION

Note: Not all sections will be applicable to all locations and the list is not exhaustive. These items apply to hallways, offices, lecture rooms and the building in general. 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
1.	<u>FIRST AID</u>					
1.1	Is there an appointed first aid officer?					
1.2	Are the names and contact details of first aid officers displayed?					
1.3	Are there sufficient numbers of first aid kits?					
1.4	Are first aid kits readily accessible?					
1.5	Is someone tasked with the responsibility of restocking and checking contents of the first aid kit?					
1.6	Is a usage register of first aid items maintained?					
1.7	Is a register of first aid treatment administered maintained?					
1.8	Is a first aid room provided and appropriately equipped?					
	AED Unit					
	Are contact names posted?					

		YES	NO	COMMENTS	ACTION TYPE	DATE ACTION COMPLETED
	Is AED working properly? (green light flashing)			Pads expiry date:		
2.	FIRE SAFETY					
2.1	Is there an effective fire alarm?			Date last inspected:		
2.2	Is the fire alarm tested at least every three months?					
2.3	Is the fire alarm functioning correctly?					
2.4	Are fire exits clearly marked and easily identifiable?					
2.5	Are fire exits free of obstructions?					
2.6	Are emergency procedures displayed?					
2.7	Are there fire evacuation practices at least twice a year?					
2.8	Have Emergency Wardens been appointed and trained?					
2.9	Are fire extinguishers inspected regularly?					
2.10	Is a sprinkler system installed?			Date last inspected:		
2.11	Are sprinklers unobstructed?					
2.12	Are smoke detectors installed?					
3.	LIGHTING					
3.1	Are all areas adequately lit?					
3.2	Is there an emergency lighting system that is adequately maintained?					
3.3	Are light fittings in good repair and clean?					

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3.4	Are fittings accessible for routine maintenance?					
3.5	Are all illuminated signs and notices in lift ways and exits in working order?					
3.6	Is outside lighting adequate for safety and security?					
4.	<u>NOISE</u>					
4.1	Are noise hazard signs placed in work areas where levels exceeding 85 dBA are recorded?					
4.1	Have hearing protection areas and tasks been identified?					
4.3	Is hearing protection provided for staff and visitors where appropriate?					
4.4	Are staff and visitors required to wear hearing protection when in identified hearing hazard areas?					
4.5	Are noise assessments undertaken every two years or when required due to workplace change?					
4.6	Is the workplace free of complaint or comment from employees or visitors about excessive noise in the workplace?					
5.	<u>ELECTRICAL</u>					
5.1	Are circuit breaker switches installed?					
5.2	Is the main switch/circuit breaker clearly labeled?					
5.3	Is the main switch/circuit breaker easily accessible?					

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5.4	Are all isolators, fuses, switches, emergency stops, indicators and other electrical components clearly marked and identifiable?					
5.5	Is a Carbon Dioxide fire extinguisher placed adjacent to switchboard?					
6.	<u>STORAGE AREAS</u>					
6.1	Is storage adequate to meet requirements?					
6.2	Is storage suitable for the purpose used?					
6.3	Are storage areas easily accessible?					
6.4	Are stacks stable?					
6.5	Is there safe storage for heavy items [in a low position]?					
6.6	Are the cupboards and shelves in good condition?					
6.7	Are shelves free from dust and rubbish?					
6.8	Is the shelf approach unobstructed to allow correct lift technique?					
6.9	Are stored items checked for shelf life?					
6.10	Are floors clear of rubbish and trip hazards?					
6.11	Are storage areas clearly identified?					
6.12	Are stools and ladders available for obtaining items above comfortable reach?					
6.13	Are mechanical devices provided for lifting and carrying heavy objects?					

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7.	<u>SAFETY SIGNS/ POSTERS</u>					
7.1	Are signs/posters in a prominent position and easy to understand?					
7.2	Are signs/posters close to the source of the hazard?					
7.3	Do current signs and posters adequately advise of all hazards present?					
7.4	Are warning signs displayed at potentially hazardous areas [Slippery When Wet]?					
7.5	Are warning signs and or barricades erected when work is in progress?					
8.	<u>WASHROOMS</u>					
8.1	Are facilities clean, private, well ventilated and in good repair?					
8.2	Is there at least one basin with hot and cold running water for every 15 employees?					
8.3	Are soap and hand drying facilities provided?					
8.4	Are floors clean and free of water?					
8.5	Are electrical items placed away from sinks and other water pooling areas?					
8.6	Is sanitary disposal in place and serviced regularly?					
9.0	<u>GENERAL</u>					
9.1	Are employees aware of hazards specific to their workplace?					
9.2	Do employees report accidents, near misses and hazards?					

		YES	NO	COMMENTS	ACTION TYPE	DATE ACTION COMPLETED
9.3	Is access/egress to the building safe and free from obstruction?					
9.4	Are exits signs clearly posted and illuminated?					
9.5	Do regular maintenance inspections of the building take place?					
9.6	Is a system in place for the reporting of building defects?					
9.7	Do doors open and close properly?					
9.8	Are building evacuation routes prominently displayed?					
9.9	Are arrangements in place for the safety of employees/visitors with limited mobility?					
9.10	Are surfaces of pathways around the building well maintained?					
9.11	Are stairways and railings in good repair?					
9.12	Are floors free from litter?					
9.13	Are uncarpeted floors clean? [no oil, grease or water spills]?					
9.14	Are carpets in good repair [no holes, loose threads]?					
12.0	<u>ADDITIONAL</u>					

Signature _____