

Date:

Inspector(s):

Job Title:



THOMPSON RIVERS UNIVERSITY

WAREHOUSE 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>Snow/ice</b> – Are staff aware of hazards of snow and ice falling from the roof during winter months? Are warning signs in place? Are measures in place to reduce the hazard? (out front)					
2.	Are all propane tanks clearly labeled and stored in a secure storage unit? (outside)					
3.	Are all heavy duty equipment properly stored? Are they stored in appropriate parking area? (outside)					
4.	Are forklifts in good condition? Are they inspected daily? Are operators certified? (warehouse)					
5.	Is there safety training provided for working around stacking shelves? Are all stacking shelves securely mounted?					
6.	Is there instructions and training for the stacker lifter? Are all guards in place on the lifter? Is fall protection provided for operators? Is the lifter guide in place and easy to read?(warehouse)					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
7.	Are all materials safely stored on shelves?(warehouse)					
8.	Is there a face shield and rubber gloves provided for the handling of batteries? (warehouse)					
9.	Are all harmful substances stored in appropriate locations? Is there emergency eyewash located near harmful substance storage? (warehouse)					
10.	Is there adequate training provided for handling of heavy items? Are pallet jacks in good condition? Are all trolleys in good condition? Has the scale been recently inspected and certified? (warehouse)					
11.	Are all storage shelves secured? Are all materials safely stored on the shelves? (storage room)					
	<b>Washrooms</b>					
12.	Are washrooms clean, private and well ventilated?					
13.	Are washrooms cleaned regularly?					
14.	Are washroom facilities in good repair?					
15.	Is there a first aid located in the warehouse? Are there first aid attendants present to deal with minor injuries?					
	<b>FIRE SAFETY</b>					
17.	Is there an effective fire alarm system?					
18.	Is the fire alarm tested at least every three months?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
19	Is the fire alarm functioning properly? (enunciator panel)					
20	Are fire exits clearly marked and easily identifiable?					
21	Are emergency procedures displayed?					
22	Are the fire evacuation procedures practices at least twice a year?					
23	Are sprinklers installed?					
24	Are fire hose reels available and connected to water supply?					
25	Are flammable materials properly stored?					

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

**General Items to always watch for:**

- Cords: Damaged extension cords, chains of extension cords, male prong missing, proper wire size.
- Work benches: work space on benches should be adequate to work safely.
- Equipment: equipment used must be certified and in good working condition. Anything broken should be tagged and taken out of service.
- Clutter: walkways, doorways and places where hazardous materials are stored should be free of clutter to avoid trips etc.
- Housekeeping: if upon inspection you notice that lighting is not adequate, doors don't close properly, ventilation & temperature etc in not adequate or something is damaged make note of it to ensure the right people are informed.
- Combustibles: a collection of combustible materials such as oil rags, cardboard or garbage should be eliminated
- Double check that Facilities is doing their preventative maintenance and annual checks