

Date: _____

Inspector(s): _____

Job Title: _____

Chair: _____

Signature: _____



WILLIAMS LAKE THOMPSON RIVERS UNIVERSITY

WORKPLACE SAFETY INSPECTION 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
1.	HAZARDS & LOCATION					
	Gymnasium					
1.	Are the bleachers in good repair? Do the mechanics work smoothly? Are the bleachers properly positioned? Are safety signage attached to bleachers? Gym.					
2.	Are the gym floors clean & dry? Are the floors in good condition? Gym					
3.	Is gym equipment properly stored? Is the equipment in good condition? Gym					
4.	Is storage properly stored? Is storage space adequate? Gym					
2.	Science					
1.	Are all cleaning supplies clearly labeled and properly stored? 1264					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
2.	Lifts: Is there adequate supervision and instruction? Are lifts in good condition? Is safety signage present? 1264					
3.	Is shelving units secure and items properly stored on the shelves? 1264					
4.	Sharps: Is there adequate training and supervision? Is there means for safe disposal of sharps? 1264					
5.	Is shelving units secure and items properly stored on the shelves? 1266					
6.	Are all items properly stored? Is storage space adequate? 91249					
7.	Labs: Are safety protocols posted? Is instruction and supervision adequate? Have all fume heads been tested within the past year? Do all eyewashes work properly? 1268					
8.	Gas: Are all the desk valves in the closed position? Are all valves undamaged? Is the master shut off clearly labeled and turned off? 1268					
9.	Chemicals: Are all chemicals clearly labeled? Are the chemicals properly stored? Is there MSDS available for all chemicals? 1268					
10.	Chemical waste: Are all chemical waste clearly labeled? Is the waste properly stored? Is there a process for disposal of waste chemicals? 1268					
11.	Is shelving units secure and items properly stored on the shelves? 1268					
12.	Lab Equipment: Are all lab equipment clean and in good condition? Is the equipment properly stored? 1268					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
13.	Gas Cylinders: Are all gas cylinders clearly labeled? Are cylinders properly stored? Is there means for safe moving of cylinders? Is there MSDS for all gas cylinders? 1270					
14.	Chemicals: Are all chemicals clearly labeled? Are the chemicals properly stored? Is there MSDS available for all chemicals? Is there spill kit available? 1270					
15.	Are all items properly stored? Is storage space adequate? 1270					
16.	Chemicals: Are all chemicals clearly labeled? Are the chemicals properly stored? Is there MSDS available for all chemicals? Do all the eyewash stations work properly? Have all fume hoods been tested within the past year? 1270					
17.	Glassware: Is all glassware clean? Is all glassware properly stored? 1272					
18.	Sharps: Is there adequate training and supervision? Is there means for safe disposal of sharps? Is all hazardous waste properly disposed of? 1272					
19.	Chemicals: Are all chemicals clearly labeled? Are the chemicals properly stored? Is there MSDS available for all chemicals? Is adequate ventilation in place? 91272A					
20.	Flammables: Are all flammables clearly labeled? Are the stored properly in a vented cabinet? Is the cabinet labeled of its content? Is MSDS available? Is safety signage posted? 91272A					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
21.	Labs: Are safety protocols posted? Is instruction and supervision adequate? Have all fume heads been tested within the past year? Do all eyewashes work properly? 1274					
22.	Gas: Are all the desk valves in the closed position? Are all valves undamaged? Is the master shut off clearly labeled and turned off? 1274					
23.	Minor Injuries: Does room have a properly maintained first aid kit for minor injuries? Is there means of recording injuries? 1274					
24.	Chemicals: Are all chemicals clearly labeled? Are the chemicals properly stored? Is there MSDS available for all chemicals? Is there spill kit available? 1274					
25.	Specimens: Are all specimens clearly labeled? Are specimens sealed in secure jars/bins? Are all specimens properly stored? 1274					
26.	Is shelving units secure and items properly stored on the shelves? 1276					
27	Chemicals: Are all chemicals clearly labeled? Are the chemicals properly stored? Is there MSDS available for all chemicals? Is there spill kit available? 1276					
28	Fridges: Are all items in the fridge properly labeled and stored? Is there warning labels on the door stating contents of the fridge? Is MSDS available for all items within the fridge? 1276					
29.	Are all items properly stored? Is storage space adequate? 1276A					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
30.	Chemicals: Are all chemicals clearly labeled? Are the chemicals properly stored? Is there MSDS available for all chemicals? 1276A					
	Computer Labs					
1.	Are all computers in good repair? Is there 1 power bar for each sequence? 1271,1291,1293					
2.	Are there adequate outlets of the proper rating?1271, 1291, 1293					
3.	Is there a fire extinguisher in the room? 1271, 1291,1293					
	Electronics					
1.	Are all extension cords in good condition? Are they properly stored? Are materials safely stored? Is there an ESD(emergency stop disconnect) 1292					
	Trades					
1.	Garage Door: Does the garage door operate smoothly? Are safety devices in place? 1410					
2.	Floors: Are the floors clean and dry and free of any leaks? Is there no storage on the floor? 1410 91493					
3.	Are all items properly stored? Is storage space adequate? 1430					
4.	Shop Operations: Are protocols in place regarding eye protection, steel toe boots, gloves? Are safety rules posted? Is there adequate training and supervision? Are there signs stating no food or drink? Does the eyewash station work properly? 1414, 1420					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
5.	Grinders: Is there adequate training and supervision? Is the tool rest spaced properly? Is the stone in good condition? Is face shield provided? 1414,1420					
6.	Jacking/Blocking: Is there adequate training and supervision? Is there a safe work procedure in place? 1414,1420					
7.	Gas Cylinders: Are all gas cylinders clearly labeled? Are cylinders properly stored? Is there means for safe moving of cylinders? Is there MSDS for all gas cylinders? 1414, 1420					
8.	Chemicals: Are all chemicals clearly labeled? Are the chemicals properly stored? Is there MSDS available for all chemicals? 1414,1420					
9.	Exhaust Fumes: Is there proper ventilation in place to deal with fumes? 1414,1420					
10.	Storage: Are all items properly stored? Is storage space adequate? 1414,1420					
11.	Hand Tools: Are all hand tools in good condition? Are they properly stored? Is there adequate training in use?1414,1420					
12.	Hoists: Is there adequate training and supervision? Is there a safe work procedure in place? Are hoists in good condition? 1414,1420					
13.	Machine tools & equipment: Is there adequate training and supervision? Are all guards in place? Are all machines in good repair? Are safety stickers in place on machines? Is there an ESD?1414,1420					
14.	Power tools: Are all power tools in good condition? Is safety training provided? Are all power tools properly stored? 1414,1420					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
15.	Floors: Are all floors free of grease or spills? Are the floors clean and dry? 1414,1420					
16.	Shop Operations: Are protocols in place with regards to PPE? Are safety rules in place? Is there no food or drink signage? Are all eyewash stations working properly? Is there adequate training?					
17.	Grinders: Is there adequate training and supervision? Is the tool rest spaced properly? Is the stone in good condition? Is face shield provided? 1440,1441,1450					
18.	Noise: Is hearing protection provided? Is sound level monitoring being performed? Is there adequate sound insulation? 1441					
19.	Welding Booths: Is a ventilation system in place? Has the system been tested recently? 1440					
20.	Welding: Is there adequate training and supervision? Is there a safe work procedure in place? Is welding PPE available? 1440					
21.	Gas Cylinders: Are all gas cylinders clearly labeled? Are cylinders properly stored? Is there means for safe moving of cylinders? Is there MSDS for all gas cylinders? 1440					
22.	Chemicals: Are all chemicals clearly labeled? Are the chemicals properly stored? Is there MSDS available for all chemicals? 1440					
23.	Storage: Are all items properly stored? Is storage space adequate? 1440					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
24.	Floors: Are all floors free of grease or spills? Are the floors clean and dry? Is hazard tape in place around work areas? Is there non-slip silica paint around work areas? 1440					
25.	Machine tools & equipment: Is there adequate training and supervision? Are all guards in place? Are all machines in good repair? Are safety stickers in place on machines? Is there an ESD?1440, 1450					
26.	Power Cords: Are all power cords in good condition? Are they of sufficient rating for the job? Are they properly stored? 1440,1450					
27.	Tanks & Cylinders: Are all tanks and cylinders properly labeled? Are they stored properly in an enclosed area? (outdoor storage)					
28.	Dust: Is a dust collection system in place? Has the system been recently tested? Are clean up procedures in place? 1450					
Classrooms						
1.	Are all classrooms clean and organized?					
2.	Are emergency boards displayed in all classrooms?					
First Aid Room						
1.	Furniture: Are all furniture in good condition? 1332					
2.	Supplies: Are all first aid supplies properly stored and well maintained? 1332					
3.	Storage: Are all first aid equipment properly stored? Is there adequate storage? 1332					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
4.	First aid Attendant: Is there a certified first aid attendant? Is there back up attendants in place? 1332					
	Cafeteria					
1.	Bacteria: Is the cafeteria at a high standard of cleanliness? 1281					
2.	Furniture: Are all furniture well spaced? Are they in good repair? 1281					
3.	Bacteria: Is the kitchen maintained at a high standard of cleanliness? 1289					
4.	Floors: Are the kitchen floors kept clean and dry? 1289					
	Library & Book Store					
1.	Shelving: Are all shelving units secured? Are all items properly stored on units? 1151					
2.	Furniture: Are all furniture in good condition? 1151					
3.	Floors: Are floors clear of any tripping hazards? 1151					
4.	Shelving: Are all shelving units secured? Are all items properly stored on units? 1171					
5.	Storage: Are all items properly stored? Is storage space adequate?					