## Workplace Safety Inspection Checklist

Use and modify this checklist to assist you and your teams during workplace safety inspections. Make sure any deficiencies are documented on the checklist.

Location		Inspected:	
Inspection	D o n e	Bу:	
Date:			

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	Yes	No	Comments	
Housekeeping and General				
Required safety materials posted, accessible, up-to-date.				
Floor surfaces free of water, oil or other fluids.				
Floor surfaces even — i.e. no loose tiles, rugs, or torn carpet.				
Walkways/doorways clear of boxes, extension cords, and litter.				
Stairways kept clear of boxes, equipment and other obstacles.				
Work areas, walkways and stairs well lit.				
Work stations tidy and well-maintained.				
First Aid, Emergency Equipment, and Signs				
<pre>Emergency equipment - i.e. eyewashes, showers, fire extinguishers - clear, inspections up-to-</pre>				
First Aid Kits — easily accessible, clearly identified.				
First Aid Kit contents — stocked, contents not past expiration.				

Emergency procedures clearly displayed —					
including evacuation route for every floor.					
Emergency exits and aisles unobstructed.					
All exits clearly marked and free from obstruction.					
Signs and arrows indicating the direction to exits.					
Location of fire alarms/firefighting equipment clearly marked.					
Materials Handli	ng				
Regularly used items in easy reach.					
Enough area around machines and equipment for easy and safe access by people and vehicles.					
Material handling aids available and in good condition.					
Storage					
Items placed neatly and securely on shelves.					
Heavy items stored below shoulder height.					
Items on high shelves easily reached, ladder available.					
Electrical					
Extension cords secured and in good condition (no exposed wires or bent prongs).					
Portable hand tools grounded or double insulated; cord in good condition.					
Machines properly grounded.					
Clear access to electrical panels and no combustible material stored within restricted area around panels.					
Machines and Tools					
Guarding and safety devices in place.					
Start/Stop switches clearly marked and easy to reach.					
Safe operating procedures available.					
Lockout procedures available.					
No defective tools in use or in area.					
Manufacturers' manuals available for all tools					
and machinery.					

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Hazardous substances are properly labelled, stored and disposed of properly — i.e. lids on chemical containers, oily rags in metal bins and not in regular trash.					
Safety Data Sheets are available and easily accessible.					
WHMIS or HAZCOM training: safe use and storage of hazardous substances and chemicals — ask worker questions to determine knowledge or need for training.					
Flammable products properly stored — i.e. flammable storage cabinets, capped, labeled.					
Flammable products within permissible quantities.					
Personal Protective Ed	Personal Protective Equipment				
PPE is available and observed being worn correctly.					
PPE is properly stored and cared for — ask workers questions about care and storage to determine knowledge or need for training.					
Security					
Emergency numbers easily available — internal and external.					
Visitor/contractor rules in place.					
Lone worker safety procedures in place.					
Safe money handling procedures in place.					
0ther					

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