

### Workplace Inspection Checklist and Report

To complete inspection using Excel spreadsheet, click on this link: [Workplace\\_Inspection\\_Checklist\\_and\\_Report\\_Template](#)

**Work Location :** \_\_\_\_\_

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

Checklist Items (Please ensure the following items are inspected for all areas of the work site.)	Item Assessed (Yes, No, N/A)	Location(s) or Room Number(s) where an issue has been identified	Issue(s) Identified	Corrective Action	Person(s) Responsible	Status Update	Date Completed
<b>VENTILATION SYSTEM</b>							
System meets standards							
System free from dust, fumes, etc.							
System controls smoke, dust and fumes							
Complaints of headaches, skin or eye irritation							
Exhaust systems are prevented from returning to the workplace							
<b>LIGHTING</b>							
Adequate illumination during the day							
Adequate illumination during the night							
Glare from light source							
Effect from moving equipment (e.g. fans) or trees							
<b>STAIRS</b>							
Free from objects							
Free from clutter							
Railing available							
Rise							
<b>EXITS</b>							
Signage present							
Width/wheelchair accessibility							
Ice controls							
Direction of openings							
Mechanical hardware							
Doors kept closed							
<b>ERGONOMICS</b>							
Excessive force when lifting, pushing, or pulling heavy loads							
Repetitive movements required							
High paced production							
Awkward postures used							
Employees using proper lifting techniques							
<b>STACKING/STORAGE</b>							
Safe storage areas and containers							
Exposure to heat, moisture, vibration, flame							
Safe arrangement of equipment or materials							
Storage of disposal waste							

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<b>MATERIALS HANDLING EQUIPMENT</b>							
Safe clearance of equipment							
Free from tipping hazards							
Operators trained							
Proper placement of mirrors							
Posted information regarding maximum loads							
Correct size of pallets and skids							
Regular checking and maintenance							
Regular inspections of equipment							
<b>AISLES/PASSAGEWAYS</b>							
Clear of clutter							
Adequate lighting							
Free of protruding objects							
Clear signage							
Free of protruding objects							
<b>LADDERS/SCAFFOLDS</b>							
In good condition							
Correct type for job being done							
Spacing of rungs							
Anchored properly							
Overhead hazards checked							
<b>DANGEROUS SUBSTANCES</b>							
Have been identified							
Workers are familiar with harmful effects							
Exposure levels							
Emergency plans in place							
Plans for response to spills							
<b>SANITATION</b>							
Washrooms meet standards							
Kitchens or food preparation area meet standards							
<b>PERSONAL PROTECTIVE EQUIPMENT</b>							
Provided							
Maintained							
Meets the standard							
Employees trained in the proper use							
Employees use PPE							
<b>ELECTRICAL</b>							
Switches and outlets have plate covers							
All breakers identified							
Access to electrical panels unobstructed							
Electrical cords in good condition							

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<b>EMERGENCY PREPAREDNESS</b>							
Emergency plan in place							
Stocked first aid kits available							
Regularly inspected fire extinguishers							
Emergency lighting							
<b>OTHER</b>							

Inspected by:

Date:

Inspected by:

Date: