

# PLANNED WORKPLACE INSPECTION CHECKLIST

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

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

CHECKLIST ITEMS	LOCATION	CONDITIONS/NOTES
<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		
<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		
<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		

CHECKLIST ITEMS	LOCATION	CONDITIONS/NOTES
<b>AISLES/PASSAGEWAYS</b>		
Clear of clutter		
Adequate lighting		
Free of protruding objects		
Clear signage		
<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		
<b>EMERGENCY PREPAREDNESS</b>		
Emergency plan in place		
Stocked first aid kits available		
Regularly inspected fire extinguishers		
Emergency lighting		
<b>OTHER</b>		

If you require additional space please attach additional 8½"X11" sheet(s).

Inspected by: \_\_\_\_\_

\_\_\_\_\_