



**DALHOUSIE
UNIVERSITY**

**Department of
Facilities Management
Occupational Health and Safety**

Workplace Inspection Checklist

Building / Shop: _____

Supervisor in Charge: _____

Names of Inspection Team Members: _____

Date of Inspection: _____

	Yes	No	Comments/Actions
Health and Safety Bulletin Board			
Is there a current copy of the Act?			
Is there a current phone number for the Occupational Health and Safety Division of the Department of Labour?			
Is there a current copy of the OHS Policy?			
Is the list of JOHS committee members posted?			
Floors, Corridors, Walkways and Driveways			
Are floor areas and corridors free of debris, materials or equipment?			
Are all doorways clear of debris, materials or equipment?			
Are the floors slippery, oily or wet?			
Is non-slip matting used where slippery conditions exist?			
Are floors kept clean?			
Are wet floor signs posted when floors are being washed?			
Are carpets and/or tiles clean and in good condition?			
Are areas designated as aisles well marked and visible?			
Has salt or sand been applied to icy walkways and parking lot?			
Are entries in the Salting / Sanding Log up to date?			
Are walkways and driveways being cared for as required?			
Emergency Equipment			
Is emergency lighting working? Has it been tested?			
Is the location of all fire extinguishers clearly marked?			
Are all fire extinguishers properly mounted on the wall?			
Have all fire extinguishers been professionally inspected within the past 12 months?			
Is employee fire extinguisher training up to date?			
Are emergency exits clearly marked?			
Are emergency phone numbers posted close to all phones?			
Are smoke detectors in good working condition?			

Does each Spill Kit contain all of the required Items? (See list in kit.)	Yes	No	Comments/Actions
Electrical			
Are any electrical cords, wires or cables frayed or damaged?			
Are ground prongs in tact?			
Are electrical outlets overloaded?			
Are extension cords used between power bars and outlets?			
Are plugs, sockets and switches in good working condition?			
Are all electrical cords properly secured?			
Are all electrical panels and switches easily accessible?			
Do any electrical or phone cords create a tripping hazard?			
Storage			
Are shelving units properly fastened to the wall to prevent tipping?			
Are supplies stored properly, heavy on the bottom, lighter at the top?			
Is a ladder available to minimize overhead reaching?			
Are shelves strong enough to support the items being stored?			
Ventilation, Lighting, Sanitation and Accommodation			
Is there an adequate supply of fresh air?			
Are exhaust fans working properly? (Bathrooms, kitchen, etc.)			
Are lighting levels adequate in the workplace and restrooms?			
Is task lighting provided in low light or high glare areas?			
Are work areas, particularly computer stations, free of glare?			
Are burnt out or missing light bulbs being replaced?			
Are an adequate number of garbage containers available at suitable locations?			
Are the trash / garbage containers emptied regularly?			
Are lunch rooms and any cooking equipment kept clean?			
Is the lunch room provided with sufficient light?			
Are washrooms clean?			
Is there an adequate supply of paper towels and toilet paper?			
Is there an adequate supply of soap?			
If necessary is adequate hand sanitizer available?			
Are all washroom fixtures working properly?			
Do both hot and cold running water work?			
Housekeeping			
Are work areas, shelves, etc. free of dust?			
Are carpets vacuumed on a regular basis?			

Are all waste products removed to a suitable disposal/storage area on a regular basis to prevent health or safety hazard?			
Are floors swept on a regular basis?			
	Yes	No	Comments/Actions
First Aid Kits			
Is there a first aid kit available in the work area?			
Is the first aid kit location clearly marked and accessible?			
Is the first aid kit adequate for the number of employees in this area, and, are contents complete?			
Are the names and phone numbers of first-aid attendants posted?			
Is a list of first aid attendants posted by the kit?			
Are entries kept up to date in the First Aid record book?			
Do any of the contents need to be replenished?			
Stairways (Inside and Outside)			
Are handrails fastened to walls securely			
Are stairs and handrails in good condition?			
Are stairways and stairwells well lighted?			
Where necessary, are stairs equipped with anti-slip treads?			
Are stairways and stairwells clear of debris or other material?			
Office Equipment and Work Areas			
Are chairs in safe working condition?			
Are chairs set to the ergonomically correct height for the user?			
Are file cabinet and desk drawers closed when not in use?			
Do file cabinet drawer auto closing mechanisms work?			
Is there an excessive amount of waste paper or cardboard; constituting a potential fire hazard?			
Are shelves and file cabinets secured properly to avoid tipping?			
Are computer monitors positioned at comfortable viewing levels?			
Equipment (See lists on next page.)			
Is all equipment kept clean and free of debris?			
Is equipment regularly maintained and are maintenance records up to date?			
Are the manufacturers' manuals available for all equipment and machines?			
Is there adequate work space around fixed machinery and is it free of debris?			
Are the plugs on electrical equipment properly grounded?			
Are all guards mounted and properly used?			
Are employees properly trained to operate equipment/machines?			
Is the required personal protective equipment available for each piece of equipment or machinery?			
Is personal protective equipment being used properly?			

