|  |  |  |  |
| --- | --- | --- | --- |
| **Inspectors:** | | **Date:** | |
|  | (O)Satisfactory (X) Requires Action | | |
| Location | Condition | Comments |
| **Training** | | | |
| Is training provided for each person newly assigned to a job? |  |  |  |
| Does initial training include a thorough review of hazards and incidents associated with the job? |  |  |  |
| Is adequate instruction in the use of personal protective equipment provided? |  |  |  |
| Is training for the use of emergency equipment provided? |  |  |  |
| Are workers knowledgeable in the "Right to Refuse" procedures? |  |  |  |
| **Environment** | | | |
| Are resources available to deal with very hot or very cold conditions (drinking water, lined gloves, insulated boots)? |  |  |  |
| Is the rain/cold weather gear that is provided comfortable, and light enough so as not to constitute a hazard? |  |  |  |
| Are work surfaces and grip surfaces safe when wet? |  |  |  |
| Do workers know the symptoms of heat cramps/heatstroke, or frost bite/hypothermia? |  |  |  |
| **Work Process** | | | |
| Are repetitive motion tasks properly paced and kept to a minimum? |  |  |  |
| Are the safety data sheets accessible to all employees? |  |  |  |
| Are hazards signalled by signs and tags? |  |  |  |
| Have all trucks, forklifts and other equipment been inspected and maintained? |  |  |  |
| Are lockout or tagout procedures in place and followed? |  |  |  |
| Is ventilation equipment working effectively? |  |  |  |
| Is the fume and dust collection hood working effectively? |  |  |  |
| Are the safety showers and eye wash stations in the proper locations and in good working condition? |  |  |  |
| **Fire Emergency Procedures** | | | |
| Is there a clear fire response plan posted for each work area? |  |  |  |
| Do all workers know the plan? |  |  |  |
| Are drills held regularly? |  |  |  |
| Are fire extinguishers chosen for the type of fire most likely in that area? |  |  |  |
| Are there enough extinguishers present to do the job? |  |  |  |
| Are extinguisher locations conspicuously marked? |  |  |  |
| Are extinguishers properly mounted and easily accessible? |  |  |  |
| Are all extinguishers fully charged and operable? |  |  |  |
| Are special purpose extinguishers clearly marked? |  |  |  |
| **Means of Exit** | | | |
| Are there enough exits to allow prompt escape? |  |  |  |
| Do employees have easy access to exits? |  |  |  |
| Will exit doors open in an emergency to allow egress? |  |  |  |
| Are exits clearly marked? |  |  |  |
| Are exits and exit routes equipped with emergency lighting? |  |  |  |
| Are exits and exit routes accessible (e.g., no items stored in the pathway or doorway)? |  |  |  |
| **Warehouse and Shipping** | | | |
| Are dock platforms, bumpers, stairs and steps in good condition? |  |  |  |
| Are light fixtures in good condition? |  |  |  |
| Are all work areas clean and free of debris? |  |  |  |
| Are stored materials properly stacked and spaced? |  |  |  |
| Are tools kept in their proper place? |  |  |  |
| Are there metal containers for oily rags and similar rubbish? |  |  |  |
| Are floors free of oil spillage or leakage? |  |  |  |
| Is absorbent available for immediate clean-up of spills and leaks? |  |  |  |
| Are all hazardous products stored appropriately? |  |  |  |
| **Loading/Unloading Racks** | | | |
| Are steps, railings and retractable ramps on raised platforms in good repair? |  |  |  |
| Is piping and in-line equipment in good condition and free of leaks? |  |  |  |
| Are loading arms operating satisfactorily? |  |  |  |
| Do submerged filling two-stage valves operate properly? |  |  |  |
| Are bonding and grounding cables free of breaks or damage? |  |  |  |
| Are connections tight and sound? |  |  |  |
| Is the general condition of wiring and junction boxes, etc. in good condition (visual inspection)? |  |  |  |
| **Lighting** | | | |
| Is the level of light adequate for safe and comfortable performance of work? |  |  |  |
| Does lighting produce glare on work surfaces, monitors, screens and keyboards? |  |  |  |
| Is emergency lighting adequate and regularly tested? |  |  |  |
| **Machine Guards** | | | |
| Are all machine parts adequately guarded? |  |  |  |
| Do machine guards meet standards? |  |  |  |
| Are all guards in place and operating as designed? |  |  |  |
| Are lockout procedures followed when performing maintenance with guards removed? |  |  |  |
| **Electrical** | | | |
| Is the Canadian Electrical Code followed for operation, use, repair and maintenance? |  |  |  |
| Are all machines properly grounded? |  |  |  |
| Are portable hand tools grounded or double insulated? |  |  |  |
| Are junction boxes closed? |  |  |  |
| Are extension cords out of the aisles where they can be abused by heavy traffic? |  |  |  |
| Is permanent wiring used instead of extension cords? |  |  |  |
| **Tools and Machinery** | | | |
| Are manufacturers' manuals kept and followed for all tools and machinery? |  |  |  |
| Do power tools conform to standards? |  |  |  |
| Are tools chosen to be models that can be used properly by employees (e.g., size, weight, ergonomic features)? |  |  |  |
| Are defective tools tagged and removed from service as part of a regular maintenance program? |  |  |  |
| Are tools and machinery used so as to avoid electrical hazards? |  |  |  |
| Is proper training given in the safe use of tools and machinery? |  |  |  |
| **Confined Spaces** | | | |
| Are the confined space procedures and training available and followed by all involved? |  |  |  |
| Are entry and exit procedures adequate? |  |  |  |
| Are emergency and rescue procedures in place (e.g. trained safety watchers)? |  |  |  |
| **Housekeeping** | | | |
| Is the work area clean and orderly? |  |  |  |
| Are floors free from protruding nails, splinters, holes and loose boards? |  |  |  |
| Are aisles and passageways kept clear of obstructions? |  |  |  |
| Are permanent aisles and passageways clearly marked? |  |  |  |
| Are covers or guardrails in place around open pits, tanks and ditches? |  |  |  |
| **Floor and Wall Openings** | | | |
| Are ladder-ways and door openings guarded by a railing? |  |  |  |
| Do temporary floor openings have standard railings or someone constantly on guard? |  |  |  |
| **Stairs, Ladders and Platforms** | | | |
| Are stairs and handrails in good condition? |  |  |  |
| Are ladders free of defects? |  |  |  |
| Are ladders set up properly before use? |  |  |  |
| Are the elevated platforms properly secured and do they have handrails? |  |  |  |
| **Elevating Devices** | | | |
| Are elevating devices used only within their capacity? |  |  |  |
| Are capacities posted on equipment? |  |  |  |
| Are they regularly inspected, tested and maintained? |  |  |  |
| Are controls of the "dead man" type? |  |  |  |
| Are operators trained? |  |  |  |
| **Sound Level/Noise** | | | |
| Are regular noise surveys conducted? |  |  |  |
| Is hearing protection available and used properly? |  |  |  |
| **Temporary Work Structures** | | | |
| Are temporary work structures used only when it is not reasonably practicable to use permanent ones? |  |  |  |
| Are excavations properly shored, free of large objects (rocks, etc.) at the edges? |  |  |  |
| **Employee Facilities** | | | |
| Are facilities kept clean and sanitary? |  |  |  |
| Are facilities in good repair? |  |  |  |
| Are cafeteria facilities provided away from hazardous products? |  |  |  |
| Are hand washing facilities available, especially in washrooms and near eating areas? |  |  |  |
| **Medical and First Aid** | | | |
| Do all employees know how to get first aid assistance when needed? |  |  |  |
| Do the first-aiders know when and to which hospital or clinic an injured person should be taken? |  |  |  |
| Are there employees trained as first-aid practitioners on each shift worked? |  |  |  |
| Are first-aid kits provided as per your jurisdiction's first-aid regulations? |  |  |  |
| Are first-aid supplies replenished as they are used? |  |  |  |
| **Personal Protective Equipment (PPE)** | | | |
| Is required PPE provided, maintained and used? |  |  |  |
| Has the PPE been chosen to protect against the hazards that are present? |  |  |  |
| Is the PPE reliable? |  |  |  |
| Is PPE used only when it is not reasonably practicable to eliminate or control the hazardous substance or process by other means? |  |  |  |
| Are the areas requiring PPE usage properly identified by warning signs? |  |  |  |
| **Materials Handling and Storage** | | | |
| Is there safe clearance for all equipment through aisles and doors? |  |  |  |
| Is stored material stable and secure? |  |  |  |
| Are storage areas free from tipping hazards? |  |  |  |
| Are only trained operators allowed to operate forklifts? |  |  |  |
| Is charging of electric batteries performed only in designated areas? |  |  |  |
| Are dock boards (bridge plates) used when loading or unloading from dock to truck or dock to rail car? |  |  |  |
| Are necessary warning devices and signs in use for railway sidings? |  |  |  |
| Are specifications posted for maximum loads which are approved for shelving, floors and roofs? |  |  |  |
| Are racks and platforms loaded only within the limits of their capacity? |  |  |  |
| Are chain hoists, ropes and slings adequate for the loads and marked accordingly? |  |  |  |
| Are slings inspected daily before use? |  |  |  |
| Are all new, repaired, or reconditioned alloy steel chain slings proof-tested before use? |  |  |  |
| Are pallets and skids the correct type and inspected? |  |  |  |
| Do personnel use proper lifting techniques? |  |  |  |
| Is the size and condition of containers hazardous to workers? |  |  |  |
| Are elevators, hoists, conveyors, balers, etc., properly used with appropriate signals and directional warning signs? |  |  |  |
| **Hazardous Product / Chemical Storage** |  |  |  |
| Has the safety data sheet (SDS) been reviewed before handling, moving, or storing the product? |  |  |  |
| Is appropriate PPE used for that product? |  |  |  |
| Is the storage area and products organized to keep incompatible products separated? |  |  |  |
| Are hazardous products stored away from heat sources? |  |  |  |
| Are containers checked for leaks or damage? |  |  |  |
| Are containers stored in drip trays where necessary? |  |  |  |
| Are all products labelled, and are missing or damaged labels replaced immediately? |  |  |  |
| Is spill cleanup material immediately available? |  |  |  |
| Are bonding and grounding connections immediately available for flammable products? |  |  |  |
| Is the ventilation for the storage area adequate for the products stored within? |  |  |  |