**Workplace Inspection Checklist Sample**

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

The following includes some of the items which may be found on workplace inspection checklists. It is in no way a complete list. The best checklist for an individual workplace is one that is developed keeping in mind the specific needs of the workplace.

| **Items** | **Location** | **Condition/Notes** |
| --- | --- | --- |
| **Ventilation System** | | |
| 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 |  |  |
| **Lighting** |  |  |
| Adequate illumination during the day |  |  |
| Adequate illumination during the night |  |  |
| Glare from light source |  |  |
| Effect from moving equipment (eg: fans) or trees |  |  |
| **Stairs** | | |
| Free from objects |  |  |
| Safe angle |  |  |
| Free from clutter |  |  |
| Adequate lighting |  |  |
| Safe riser height and width |  |  |
| Railing available |  |  |
| **Exits** | | |
| Signage present |  |  |
| Width/wheelchair accessibility |  |  |
| Ice controls |  |  |
| Direction of openings |  |  |
| Mechanical hardware |  |  |
| Door kept closed |  |  |
| **Ergonomics** | | |
| Excessive force when lifting, pushing or pulling heavy loads |  |  |
| Repetitive movements required |  |  |
| High paced production |  |  |
| Awkward postures used |  |  |
| Workers using proper lifting techniques |  |  |
| **Stacking/Storage** | | |
|  | | |
| Safe storage areas and containers |  |  |
| Exposure to heat, moisture, vibration, flame |  |  |
| Safe arrangement of equipment or  materials |  |  |
| Storage of disposal waste |  |  |

|  |  |  |
| --- | --- | --- |
| **Materials Handling Equipment** |  |  |
| 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 |  |  |
|  | | |
| **Aisles/Passageways** |  |  |
| Adequate width |  |  |
| Clear of clutter |  |  |
| Adequate lighting |  |  |
| Free of protruding objects |  |  |
| Clear signage |  |  |
| Doors have windows |  |  |
| Is there equipment “right of way” |  |  |
|  | | |
| **Ladders/Scaffolds** |  |  |
| In good condition |  |  |
| Correct type for job being done |  |  |
| Spacing of rungs |  |  |
| Anchored properly |  |  |
| Overhead hazards checked |  |  |
|  | | |
| **Dangerous Substances** |  |  |
| Have been identified |  |  |
| Workers are familiar with harmful effects |  |  |
| Exposure levels |  |  |
| Emergency plans in place |  |  |
| Plans for response to spills |  |  |
| Sanitation |  |  |
| Washrooms meet standards |  |  |
| Kitchens or food preparation areas meet standards |  |  |
|  | | |
| **PPE** |  |  |
| Provided |  |  |
| Maintained |  |  |
| Meets the standard |  |  |
| Workers trained in the proper use |  |  |
| Workers use PPE |  |  |
|  | | |
| **Electrical** |  |  |
| Switches and outlets have plate covers |  |  |
| All breakers identified |  |  |
| Access to electrical panels unobstructed |  |  |
| Electrical cords in good condition |  |  |
|  | | |
| **Emergency Preparedness** |  |  |
| Emergency plan in place |  |  |
| Stocked first aid kits available |  |  |
| Regularly inspected fire extinguishers |  |  |
| Emergency lighting |  |  |

Additional information:

Inspected by: Date: