

WORKPLACE INSPECTIONS

SAMPLE - Workplace Inspection Checklist

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.

Checklist Items	Location	Conditions/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		

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Checklist Items	Location	Conditions/Notes
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		

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Checklist Items	Location	Conditions/Notes
Workers trained in the proper use		
Workers use PPE		
<i>Electrical</i>		
Switches and outlets have plate covers		
All breakers identified		
Access to electrical panels unobstructed		
Electrical cords in good condition		
<i>Emergency Preparedness</i>		
Emergency plan in place		
Stocked first aid kits available		
Regularly inspected fire extinguishers		
Emergency lighting		

Additional Information: _____

Inspected by: _____ Date: _____

