

### GENERAL INSPECTION CHECKLIST

Inspectors:	Date:	(O) Satisfactory (X) Requires Action		
		Location	Condition	Comments
<b>BULLETION BOARDS AND SIGNS</b>				
Are they clean and readable?				
Is the material changed frequently?				
<b>FLOORS</b>				
Is there loose material, debris, worn carpeting?				
Are the floors slippery, oily or wet?				
<b>STAIRWAYS AND AISLES</b>				
Are they clear and unblocked?				
Are stairways well lighted?				
Are handrails, handholds in place?				
<b>EQUIPMENT</b>				
Is the furniture safe?				
- Worn or badly designed chairs				
- Sharp edges on desks and cabinets				
- Poor ergonomics (keyboard elevation, chair adjustment, lighting)				
- Crowding				
<b>EMERGENCY EQUIPMENT</b>				
Is all fire control equipment regularly tested and certified?				
Is fire control equipment appropriate for the type of fire it must control?				
Is emergency lighting in place and regularly tested?				
<b>BUILDING</b>				
Check the following structures to ensure safety				
-swinging doors				
-floor and wall openings				
-ladders, stairways and ramps				
-guardrails				
Are materials stored safely?				

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<b>AIR HANDLING SYSTEM</b>			
Does air exchange rate meet standard requirements?			
Is the system free of sources of contamination (asbestos, microorganisms, dust and fumes)?			
Is humidity within standard range?			
<b>DANGEROUS SUBSTANCES</b>			
Are there any controlled substances (e.g. WHMIS controlled products)?			
-If yes, are the products properly labelled?			
-If yes, is there a corresponding material safety data sheet (MSDS) for each product?			
-If yes, are workers trained in how to use these products safely?			
<b>SANITATION</b>			
Are washrooms and food preparation areas clean?			
Are the following provided adequately?			
-toilets			
-showers			
-potable water			
-clothing storage			
-change rooms			
-field accommodations			
-lunchrooms			
-Are measures in place to prevent the spread of disease?			
<b>SECURITY</b>			
Do entry and exit procedures provide workers personal security at night?			
Are working alone procedures in place?			
Are emergency (evacuation, fire, and bomb threat, hostile or violent person) procedures in place?			
<b>LIGHTING</b>			
Are lamp reflectors clean?			
Are bulbs missing?			
Are any areas dark?			
<b>MATERIAL STORAGE</b>			

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Are materials neatly and safely piled?			
Are there stepladders or stools to get to materials on higher shelves?			
Are storage shelves overloaded or beyond their rated capacity?			
Are large and heavy objects stored on lower shelves?			
Are passageways and work areas clear of obstructions?			
<b>GENERAL</b>			
Are extension cords used extensively?			
Are electrical or telephone cords exposed in areas where employees walk?			
Are machines properly guarded?			
Is electrical wiring properly concealed?			
Does any equipment have sharp metal projections?			
Are wall and ceiling fixtures fastened securely?			
Are paper and waste properly disposed of?			
Are wastebaskets placed where they might be tripping hazards?			
Are materials stacked on desks or cabinets?			
Are file cabinet drawers overloaded?			
Are file cabinets loaded with the heaviest items in the bottom drawers?			
<b>GENERAL- OTHER ( Use if applicable)</b>			