

SAMPLE WORKPLACE INSPECTION CHECKLIST

Company: _____

Location/Branch: _____

Inspected By: _____

Date: _____

Floors and Walkways	Yes	No
Are aisles clear of materials or equipment?		
Are main aisles at least 1 m (36 inches) wide?		
Are doorways clear of materials or equipment?		
Are carpets or tiles in good condition, free of loose or lifting carpeting or tiles?		
Are floors clean and free of oil or grease?		
Are floors kept dry?		
If supplies or materials are stored on the floor, are they away from doors and aisles?		

ACTION:

Stairs, Ladders and Platforms	Yes	No
Are ladders safe and in good condition?		
Are stair handrails fastened to the wall securely?		
Are stairwells clear of materials and equipment?		
Are stairs and handrails in good condition?		
Are stairs and stairwell well lit?		
Are ladders and stairs provided with no slip treads?		

ACTION:

Lighting	Yes	No
Are lighting levels in work areas adequate?		
Are work areas free of glare or excessive contrast?		
Is task lighting provided in areas of high glare or low light?		
Are windows covered with blinds, drapes or other means of controlling light?		
Does your emergency lighting system work?		
Are hot lights kept away from flammable materials, vapours and chemicals?		

ACTION:

Computer Workstations	Yes	No
Are chairs in good condition?		
Are chairs properly adjusted to suit the user?		
Are display screens free of dust?		
Are display screens bright enough, with sufficient contrast?		
Are display screens positioned at a comfortable viewing level?		
Are keyboards properly adjusted to suit the user?		

ACTION:

Storage	Yes	No
Are supplies and materials stored properly on shelves?		
Does your storage layout minimize lifting problems?		
Are trolleys or dollies available to move heavy items?		
Are floors around shelves clear?		
Are racks and shelves in good condition and suitable for the load?		
Do racks, shelves or pallets stick out into walkways?		
Are tall or heavy shelves firmly secured?		
Is garbage collected, stored and disposed of properly?		

ACTION:

Electrical	Yes	No
Are electrical cords in good repair?		
Is there clear access to electrical panels and switches?		
Are electrical cords secured?		
Are proper plugs used?		
Are plugs, sockets and switches in good condition?		
Are ground fault circuit interrupters available if required?		
Are portable power tools in good condition?		

ACTION:

Equipment & Machinery	Yes	No
Is equipment and machinery kept clean?		
Is equipment regularly inspected?		
Are equipment operators properly trained?		
Are start/stop switches clearly marked and in easy reach?		
Is machinery adequately guarded?		
Is there enough workspace?		
Are noise levels controlled?		
Do you have a lockout procedure in place to prevent use of faulty or broken equipment?		

ACTION:

Hazardous Materials	Yes	No
Have you completed a hazardous materials (WHMIS) inventory?		
Are there current Material Safety Data Sheets for all hazardous materials?		
Are all containers properly labeled?		
Are hazardous materials properly stored?		
Is personal protective equipment available and in good repair at all times?		
Are hazardous materials properly disposed?		

ACTION:

OSSA Products

Helping and supporting your health and safety representative to do their job is an important management responsibility. It is a best practice to provide your H&S Rep with some basic health and safety knowledge. One excellent way of accomplishing this is to have them complete Basic Certification Training.

Health and Safety Basic Certification Training Program

Product Code: **200-001-000-K-GE**

This comprehensive health and safety training program, that trains two employees, was developed to meet Ontario's certification training standards. Customised to the needs of service sector businesses in Ontario, this self paced program contains five modules: Health and Safety and the Law, Workplace Health and Safety, Joint Health and Safety Committees, Workplace Inspections and Accident Investigations.

Planned Workplace Inspections

Product Code: **150-001-001-V-TH**

Learn how to prevent injuries and illness in your workplace with effective inspections. This video illustrates the results that can be achieved through awareness and preventative maintenance.

Breaking New Ground

Product Code: **140-003-001-P-GE**

This guide shares best practices that help your JHSC become an effective partner in managing your business in a productive, healthy and safe way.

You can order these products and many others from our website at www.ossa.com or by calling our client services line at **1-888-478-6772**.



You and Your H&S Representative

Selecting a Health and Safety Representative

Do I need a Joint Health and Safety Committee or a Health and Safety Representative?

You are required to have a Joint Health and Safety Committee (JHSC) or a Health and Safety Representative (H&S Rep) as specified in the legislation. Sometimes the hardest part is figuring out which one you need to have. To figure out which one you need look at the table below:

# of Employees	Legislative Requirements
1 – 5	There are no legislative requirements for a JHSC or a H&S Rep. However, if your workplace uses designated substances than you are required to have a joint health and safety committee.
6 – 19	You are required to have one H&S Rep (Worker) who is selected by the employees they represent.
20 – 49	You are required to have a JHSC. The committee must have at least two (2) members. At least half of the committee members must be worker representatives, and selected by the employees they represent.
50 +	You are required to have a JHSC. There has to be a minimum of at least four (4) members. At least half of the committee members must be worker representatives, and selected by the employees they represent.

This reference guide is intended to provide detailed information about the roles and responsibilities of a Health and Safety Representative in particular. OSSA has products specifically designed for JHSCs. Talk to your OSSA consultant if you need help or information, or check out www.ossa.com.

How do I select a H&S Rep?

Employee participation as a H&S Rep is voluntary. You should reinforce how much you value your employees contribution to your business. If you have more than one volunteer for the position of H&S Rep your other employees are responsible for selecting the person to represent them.

What does a H&S Rep do?

A H&S Rep helps ensure there is a common ground for employees and management to work together on health and safety issues. The H&S Rep acts as an resource that helps stimulate awareness of safety issues. The particular duties of the H&S Rep include:

- > Inspecting the workplace at least once a month
- > Making recommendations (written) to the employer
- > Reviewing the health and safety program, procedure and training developments
- > Identifying workplace hazards
- > Being consulted about workplace testing
- > Investigating work refusals and critical or fatal accidents.
- > Participating in information-gathering (such as surveys and questionnaires)

- > Accompanying a Ministry of Labour inspector during a physical inspection of the workplace

How will the H&S Rep know what to do?

Although the H&S Rep is not required to have any specific training they should have general health and safety knowledge. They need to act as a health and safety resource and conduct workplace inspections. It is certainly a good idea, or best practice, for them to receive certification training.

Why does the H&S Rep have to conduct workplace inspections?

Conducting workplace inspections helps insure that the Internal Responsibility System (IRS) is working. The Occupational Health and Safety Act sets out interlocking duties, obligations and rights for employees, managers and workers, so that everyone works as a team. This puts you and your employees in the best position to identify and solve health and safety concerns together.

Having your H&S Rep conduct workplace inspections is the Internal Responsibility System at work! It helps identify hazards and unsafe work practices so that they can be corrected as soon as possible. It encourages open, cooperative and regular communication between employers and employees about on-the-job health and safety concerns. On top of all of this - it is also a legislative requirement.

We are a small company, why does the H&S Rep have to make formal recommendations?

This is a requirement of the Occupational Health and Safety Act. It makes specific reference to "written recommendations." However, it is also just a good habit to get into for all business practices.

In many small companies there is often a direct relationship between the person who makes the decision and the H&S Rep. As with other information, informal requests may be passed by word of mouth from person to person without leaving any record. This allows for processes to be forgotten, or overlooked. If something is in writing it allows the opportunity for people to accept, evaluate or possibly improve the process.

How are formal recommendations made?

When the H&S Rep becomes aware of a health and safety issues, they determine the need(s) for action and write them down. (see sample below) The recommendation needs to be addressed to, and received by, the senior management person responsible for health and safety.

How do I respond to a formal recommendation made by the H&S Rep?

You need to provide the H&S Rep with a written response to the recommendation within 21 days. There are three options for your response:

- > Accept the recommendation and take action

- > Opt for an alternative solution that meet the same identified need(s) and take action, or
- > Decline the recommendations and take no action.

The response should include a description of the proposed recommendation and what you accept (i.e. accepted as recommended by the H&S Rep, or the alternative solution). It should also include the goal, a timeframe and the management person who is responsible for completing the action.

If you do not accept the recommendation, accept only in part or if the issue is deferred the response should explain why.

Health and Safety Representative Recommendations

Attention: _____

Company: _____

Report Date: _____

Recommendations:

Action	Reasons	Hazard Type (A/B/C)	Complete Actions By (Date) :

Hazard Type Legend: **A** - Serious, Requires immediate attention, **B** - Requires attention within 48 hours, **C** - Requires attention

As per the Occupational Health and Safety Act, a response is due within 21 business days:

Management Representative: _____

Please respond by: _____

Management Response

Management agrees and will implement the recommendation(s) according to the schedule below,

Management agrees, but suggest the alternate solution outlined below, or

Management disagrees with the recommendation(s) for the reasons outlined below:

These changes will be implemented by(date): _____

Signature: _____

Title: _____

Date: _____

SAMPLE WORKPLACE INSPECTION CHECKLIST Cont...

Fire Safety and Security

	Yes	No
Are the locations of fire extinguishers clearly marked?		
Are fire extinguishers properly installed on walls?		
Are fire extinguishers the right types for the kinds of hazards in your workplace?		
Have fire extinguishers been inspected within the last year?		
Are all employees trained to use fire extinguishers?		
Are flammable materials stored properly away from heat sources?		
Are dangerously reactive chemicals properly stored away from ignition sources?		
Will space heaters shut off automatically when tipped over?		
Are smoke, fire and burglar alarms in good working order?		

ACTION:

Entrances and Exits

	Yes	No
Is there safe access for employees and customers?		
Are emergency exits clear of materials and equipment?		
Are emergency exit signs working?		
Are emergency lighting units provided? Are they working?		
Are entrances and exits kept free from snow and ice?		
Are locks, latches and emergency crash bars working?		

ACTION:

Parking

	Yes	No
Are parking spots and walkways well lit at night?		
Are parking spots safe?		
Are employees encouraged to use a buddy or escort?		
Is there a posted speed limit in the parking lot?		
Is the parking lot kept free of snow, ice and other debris?		
Are exhaust fumes properly vented when running vehicles indoors?		

ACTION:

Hygiene

	Yes	No
Are restrooms kept clean and in good working order?		
Are there facilities for employees to wash their hands regularly?		
Are all food areas kept clean?		
Are all hazardous chemicals kept away from food or food handling surfaces?		
Do employees use hair nets and hand protection when handling food?		
Do employees tie back long hair and remove loose jewelry when working with machines?		

ACTION:

First Aid

	Yes	No
Is the first aid kit accessible and clearly labeled?		
Is the first aid kit adequate and complete?		
Is the first aid kit inspected and maintained after every use?		
Are emergency call numbers kept with the first aid kit?		
Are accident report forms readily available?		
Is the first aid log complete and up to date?		
Is there an eye wash station in good working order?		
Are emergency call numbers posted close to all phones?		

ACTION:

Environment

	Yes	No
Is air quality good?		
Are there ventilation hoods where needed?		
Are emergency exit signs working?		
Are employees protected from excessive heat or cold?		
Are employees protected from prolonged exposure to direct sunlight?		
Are employees protected from exposure to loud or irritating noises?		

ACTION:

Vehicles & Motorized Equipment

	Yes	No
Are cars, trucks and motorized equipment kept clean?		
Are cars, trucks and motorized equipment regularly inspected?		
Are vehicle operators properly trained and licensed?		
Are start/stop switches clearly marked and in easy reach?		
Are seatbelts and safety devices in working order?		

ACTION:

Housekeeping

	Yes	No
Are all floors and surfaces kept free of debris?		
Are there anti-slip mats in damp or wet work areas?		
Are there enough garbage disposal containers and are they emptied when full?		
Are there proper disposal containers for personal waste materials?		
Are tools, equipment and materials put away when not in use?		
Are all work areas put in good order at the end of the day or shift?		

ACTION:

Use this checklist when conducting your regular health and safety inspections. Go over every aspect of your workplace and identify possible hazards. Add or delete items as necessary for your own particular workplace.