

CLS Health & Safety Program

Workplace Inspection Checklist

March June Sept Dec

Annual Inspection

Location _____ Date of Inspection _____

- Adapt this checklist for regular safety inspections at your workplace.
- Go over every aspect of your workplace to identify possible hazards.
- Add or delete items as necessary for your particular workplace.

Floors and Walkways	Yes	No
Are aisles clear of materials or equipment?		
Are doorways clear of materials or equipment?		
Are carpets or tiles free of loose or lifting carpeting or tile?		
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 and stacked no more than three boxes high?		
Fire Safety and Security	Yes	No
Are fire extinguishers clearly marked?		
Are fire extinguishers properly installed?		
Have fire extinguishers been inspected within the last year?		
Are workers trained to use fire extinguishers?		
Are flammable liquids properly stored?		
Will space heaters shut off automatically when tipped over?		
Are emergency phone numbers close to phones?		
Are smoke detectors in place?		
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 slip-proof?		
Walls	Yes	No
Are fixtures securely fastened to the wall?		

Lighting	Yes	No
Are lighting levels in work areas adequate?		
Are work areas free of glare or excessive lighting contrast?		
Is task lighting provided in areas of low light or high glare?		
Are windows covered with blinds, drapes, or other means of controlling light?		
Does emergency lighting work?		
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 of rubbish?		
Are racks and shelves in good condition?		
Are racks and shelves securely anchored?		
Electrical	Yes	No
Are electrical cords in good repair?		
Is there clear access to electrical panels and switch gear?		
Are electrical cords secured?		
Are proper plugs used?		
Are plugs, sockets, and switches in good condition? (All have covers?)		
Are ground fault circuit interrupters available, if required?		
Computers	Yes	No
Are display screens free of dust?		
Are display screens bright enough with sufficient contrast?		
Are display screens positioned at a comfortable viewing level?		

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Outside Areas/Yard	Yes	No
Are walkways clear of debris?		
Are walkway surfaces even?		
Are bushes and plants cut back from walkways?		
Are outside steps in good repair/slip-proof?		
Are porches and decks in good repair, free of moss and slip proof? (Including railings.)		
Are sheds and outbuildings in good repair?		
Are any chemicals properly labelled and stored?		
Is driveway clear of debris?		
Are driveway surfaces even?		
Are walkways well-lit at night?		
Is outside drainage adequate to ensure non-pooling of water anywhere on the property?		
Equipment and Machinery	Yes	No
Is equipment kept clean?		
Is the equipment regularly maintained?		
Is equipment adequately guarded/stored?		
Is there enough work space?		
Are noise levels controlled?		
Are fumes and exhaust controlled?		
Entrances and Exits	Yes	No
Is there safe access for workers and customers?		
Are emergency exits clear of materials or equipment?		
Are emergency lighting units provided? Are they working?		
First Aid	Yes	No
Is the first aid kit accessible and clearly labelled?		
Is the first aid kit adequate and complete?		
Is the first aid kit clean and dry?		
Are emergency numbers displayed?		
Furniture	Yes	No
Is all furniture in good repair?		

Garbage	Yes	No
Are bins located at suitable points?		
Are bins emptied regularly?		
Are bins easily transferred?		
Hazardous Materials	Yes	No
Are Material Safety Data Sheets provided for all hazardous materials?		
Are containers clearly labelled?		
Are hazardous materials properly stored?		
Are hazardous materials disposed of properly?		
Environment	Yes	No
Is air quality good?		
Are employees protected from cool drafts or excessive heat?		
Are employees protected from excessive or irritating noise?		
Parking	Yes	No
Are parking spots and walkways appropriately lighted?		
Are parking spots safe?		
Are employees encouraged to use a buddy or escort?		
General Employee Questions	Yes	No
Do employees know where to go and who to call for first aid assistance?		
Do employees know where to find MSDSs for chemical products?		
Do employees know where to find personal protective equipment (for example, disposable gloves, eye protection)?		
Do employees know how to use personal protective equipment?		
Do employees know the procedures for working alone?		