



Workplace Health and Safety Checklist

INSPECTION CHECKLIST

MONTH		
INSPECTOR'S NAME		
POSTED DOCUMENTS		
Inspection Item	OK	COMMENTS
Health and Safety Policy		
Occupational Health and Safety Act		
Appropriate Sector Regulations		
WHMIS Regulation		
Material Safety Data Sheets		
Designated Substance Regulation (if applicable)		
OHSA Explanatory Materials		
Form 82, In Case of Injury Poster		
First Aid Regulation 1101		
Emergency Services Numbers		
Workplace Inspections		
JHSC Meeting Minutes		
Health and Safety Assessments		
Ministry of Labour Orders		
FIRST AID		
Inspection Item	OK	COMMENTS
Availability of first aid kits		
Required components in first aid kits as per Regulation 1101		
Number of trained / qualified first aiders		
First Aid Certificates posted		
First Aid Kit inspection record		
Stretcher and blanket(s) compliance		
First Aid room compliance		
GENERAL HOUSEKEEPING		
Inspection Item	OK	COMMENTS
Floors, aisles and stairs free of debris, water, ice and snow		
Doors and aisles free of supplies and materials		
Waste is collected and disposed of correctly		
Carpets and tiled floors in good condition and free of trip hazards (inspect for loose or lifting carpeting and tiles)		
Stair rails fastened to the wall and in good condition		
Lighting levels at work stations adequate		
Stairs and stairwells sufficiently lit		



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OFFICE ERGONOMICS

Inspection Item	OK	COMMENTS
Employee chairs in good condition and properly adjusted		
Chairs have a minimum of 5 caster supports		
The computer keyboard or lap top is positioned correctly for the employee		
The computer mouse is within a comfortable reaching distance		
Are employees able to keep their posture as relaxed and natural as possible at their work station		
Footrests, key board supports and document holders are used to avoid awkward postures		
Material is stored in the filing cabinets starting at the floor drawer to prevent overloading and tipping.		
Filing cabinets and bookcases secured against tipping and falling		
Desk and filing cabinet drawers are kept closed.		

EMERGENCY EQUIPMENT

Inspection Item	OK	COMMENTS
Fire extinguishers available and the correct type for the office environment		
The fire extinguishers been inspected within the last year by a authorized company		
Fire extinguishers are inspected monthly		
Emergency lighting tested monthly		
Flammable and combustible materials are stored away from heat sources		
Ensure items are not stored more than (minimum) 50 cm from the ceiling		
Ensure fire extinguishers are not blocked		

ELECTRICAL SAFETY

Inspection Item	OK	COMMENTS
Space heaters if used, will automatically shut off if tipped over		
Octopus connectors are not used in electrical outlets		
Electrical cords are in good shape and have ground prongs if required.		
CSA approved appliances are used in the kitchen or cafeteria		
Installed ground fault indicators are tested		
Ensure extension cords are not plugged into other extension cords		
Ensure electrical panels are not blocked		



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GENERAL INSPECTION		
Inspection Item	OK	COMMENTS
Employees report incidents and hazards out of their control to their immediate supervisor or office manager		
Visitors sign in and out		
The emergency evacuation plan is posted for employees to review		
Is there adequate lighting near all entrance and exit doors		
Do you have an after - hours work policy, such as providing escorts to vehicles if requested.		
Practical emergency evacuation tested and documented yearly with recommendations.		
WORKER OBSERVATIONS		
Inspection Item	OK	COMMENTS
Observe workers ae using safe lifting techniques, not running etc.		
Question one or two workers regarding health and safety procedures ie. Emergency evacuations, location of first aid kit, JHSC members		
Ask one or two employees if they have health and safety concerns		
MACHINERY		
Inspection Item	OK	COMMENTS
Guards secured in place and functioning		
Emergency stops identified and within easy reach of the operator		
Start-up controls functioning properly		
Start-up controls - not tie down functions are being circumvented		
Noise levels within the 85 dBA OHS standard.		
Adequate lighting to perform the jobs		
Pre-use inspection sheets are completed		
Ergonomics - no excessive bending, twisting to operate equipment		
Indoor air quality systems functioning as required. Removal of fumes and solvent vapours from the room.		
TOOLS		
Inspection Item	OK	COMMENTS
Cords - not cuts or exposed wires		
Plugs - in good condition and ground prongs are present		
Tools not in use are stored in their proper location		



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COMPRESSED GASES		
Inspection Item	OK	COMMENTS
STAIRS AND LADDERS		
Inspection Item	OK	COMMENTS
Steps - no slippery surfaces		
Doors are unblocked due to being the emergency exit		
Walkways are free of obstructions and not slippery		
Handrails - sturdy and connected to the wall		