

JHSC WORKPLACE SPECIFIC INSPECTION CHECKLIST

Department: Burwash Dining Hall/Ned's Cafe

KITCHEN SAFETY CHECKLIST	YES	NO	N/A
Has the staff received Safe Food Handling and WHMIS training?			
Are all floors kept clear of water, grease and food additives?			
Are walk-in refrigerators and freezers free of water or ice forming to create a slip hazard?			
Are all doors equipped with an internal door opener in the walk-in refrigerator or freezer?			
Is there an opening light inside the refrigerator or freezer?			
Are all knives stored in a safe manner in drawers or knife blocks?			
Are all fire extinguishers inspected monthly?			
Are all deep fryers thermostatically controlled?			
Is there emergency lighting provided at all fire exit doors?			
Are ON/OFF switches on electrical mixers, slicers and shredders shielded or recessed to prevent an accidental start?			
Are concentrated cleaning products and pesticides labeled and stored away from food?			
Are MSDS's available for all products containing controlled chemicals?			
Do all large mixers have guards over the bowls? Guards may be opened but must have an electrical interlock to shut down the machine when opened. Are they functioning properly?			
Are there written safety procedures for cleaning the food processing equipment? Does the procedure include directions for unplugging (lockout) the equipment from the electrical system before removing any guards?			
Do all food processing equipment such as meat slicers, choppers, grinders, shredders, etc. have guards that are not removed when the machine is operating? Are they functioning properly?			
Are aisles and doorways free of objects to permit unobstructed visibility and/or exit?			
Are stairways clear and unblocked?			
Are emergency exits marked and free from obstructions?			
Are first aid boxes (stations) available and a list of qualified first aiders attached with their locations?			
Are all lighting fixtures in working order and no burned out bulbs?			
Are heavy items stored on lower and middle shelves including the refrigerators and freezers?			
Is there a step-stool or ladder available to reach the top shelves?			
Have all slicers had the adjusting knob turned to "0" when not being used?			
Is there a Fire Safety evacuation map posted?			
Are employees using carts to transfer food or utensils to other buildings?			
Are employees using the buildings elevator for the delivery of food?			
Are GFI's used in the kitchen electrical plugs and tested periodically?			
Are range hoods are clean, inspected and in good condition?			
Is the loading dock clean and in good condition?			
Does any equipment have sharp edges or projections?			
Are paper recycling or wastebaskets placed where they cannot create a tripping hazard?			
Are washrooms acceptable or clean?			
Is the lunchroom clean and orderly?			
Is the defibrillator flashing a green light indicating the battery unit is charged?			
First aid kit must have the following item posted: <ul style="list-style-type: none"> • First Aid Certified Employee Lists 			
Does the Safety Board (located in the basement) have the following minimum items posted? <ul style="list-style-type: none"> • Occupational Health and Safety Act including the Industrial Regulations • Health and Safety Policy • Violence and Harassment Policy • JHSC minutes and monthly inspections • JHSC member names 			

- | | | | |
|---|--|--|--|
| <ul style="list-style-type: none">• Health and Safety at work "Prevention Starts Here"• Form 82 – In case of injury poster – POSTED ON BULLETIN BOARD• First aid Regulation (1101) – POSTED ON BULLETIN BOARD | | | |
|---|--|--|--|

Comments: _____

Supervisor: _____

Date: _____

Inspector: _____

Date: _____

JHSC WORKPLACE SPECIFIC INSPECTION CHECKLIST

Department: Grounds

GROUNDS SAFETY CHECKLIST	YES	NO	N/A
Is there adequate ventilation where flammable liquids are stored or dispersed?			
Is there adequate ventilation where batteries are charged?			
Is there adequate ventilation where concentrated chemicals are poured and mixed with water?			
Is there a spill kit available where chemicals are being stored or dispersed?			
Are employees wearing personal protective equipment for their jobs?			
Are building exterior steps kept free from combustible materials (i.e. furniture and recycling material)?			
Are outside stairways clear and unblocked?			
Are safe operating procedures being followed as instructed?			
Is equipment such as tractors, lawnmowers, snow blowers, weed cutters are being operated safely by the grounds employees?			
When equipment is not being used, is it stored/secured to prevent unauthorized access?			
Is personal protective equipment available for dispensing concentrated hazardous chemicals (i.e. gloves, goggles, aprons, etc.)?			
Are flammable liquids stored in approved safety containers in an outside storage facility where required or in a flammable storage cabinet?			
Are exterior emergency exit doors clear of debris?			
Are students kept clear of employees operating power equipment?			
Are pre-operational inspections being done on the grounds equipment?			
Is the maintenance schedule being met as required for equipment?			
Are equipment problems being corrected in a reasonable amount of time?			
Are MSDS's readily available?			
Are all bottles containing chemicals labeled with WHMIS workplace labels?			
Are eyewash stations clean and filled with clean saline solution?			
Are outdoor walking and driving surfaces free of hazards? (pot holes, trip hazards)			
Are employees following good manual material practices while working outside?			
Are fire extinguishers inspected monthly?			
Are fire extinguishers and alarm pull switches free from obstruction and hanging objects?			
Are outside walkways and lanes clear and no potholes?			
First aid kit must have the following item posted: <ul style="list-style-type: none"> • First Aid Certified Employee Lists 			
Does the Safety Board have the following minimum items posted? <ul style="list-style-type: none"> • Occupational Health and Safety Act including the Industrial Regulations • Health and Safety Policy • Violence and Harassment Policy • JHSC minutes and monthly inspections • JHSC member names • Health and Safety at work "Prevention Starts Here" • Form 82 – In case of injury poster – POSTED ON BULLETIN BOARD • First aid Regulation (1101) – POSTED ON BULLETIN BOARD 			

Comments: _____

Supervisor: _____

Date: _____

Inspector: _____

Date: _____

JHSC WORKPLACE SPECIFIC INSPECTION CHECKLIST

Department: Isabel Bader Theatre

ISABEL BADER THEATRE SAFETY CHECKLIST	YES	NO	N/A
Are floor surfaces clean, dry and free from debris?			
Are carpets well secured and free from worn or frayed spots?			
Are aisles and doorways free of objects to permit unobstructed visibility and/or exit?			
Are emergency exits marked and free from obstructions?			
Do workers know where the fire safety plan is located?			
Are all lighting fixtures secured and in good working condition?			
Is the defibrillator flashing a green light indicating the battery unit is charged?			
Is the lighting adequate and no burned out bulbs?			
Are stairways clear and unblocked?			
Are extension and electrical cords properly secured in place when posing a trip hazard?			
Are fire extinguishers inspected each month?			
Is there ventilation where concentrated chemicals are poured and mixed?			
Is adequate PPE available for all jobs?			
Is the theatre control room locked when not in use to prevent unauthorized access?			
Are all man-lift users certified in its use? Are records kept?			
Are all pre-use inspections being done on the man-lift? Are records kept?			
Is the key removed from the man lift to prevent unauthorized access?			
Are all bottles containing chemicals labeled with WHMIS Workplace labels?			
Are all catwalk guardrails secured and in good shape?			
Does any equipment have sharp metal edges or projections?			
Are paper recycling or wastebaskets placed where they cannot create a tripping hazard?			
Are washrooms acceptable and clean?			
Is the defibrillator flashing a green light indicating the battery unit is charged?			
Are first aid boxes available?			
First aid kit have the following item posted: <ul style="list-style-type: none"> • First Aid Certified Employee Lists 			
Does the Safety Board have the following minimum items posted? <ul style="list-style-type: none"> • Occupational Health and Safety Act including the Industrial Regulations • Health and Safety Policy • Violence and Harassment Policy • JHSC minutes and monthly inspections • JHSC member names • Health and Safety at work "Prevention Starts Here" • Form 82 – In case of injury poster – POSTED ON BULLETIN BOARD • First aid Regulation (1101) – POSTED ON BULLETIN BOARD 			

Comments: _____

Supervisor: _____

Date: _____

Inspector: _____

Date: _____

JHSC WORKPLACE SPECIFIC INSPECTION CHECKLIST

Department: Library

LIBRARY SAFETY CHECKLIST	YES	NO	N/A
Are floor surfaces clean, dry and free from debris?			
Are carpets well secured and free from worn or frayed spots?			
Are aisles and doorways free of objects to permit unobstructed visibility and/or exit?			
Are emergency exits marked and free from obstructions?			
Is there a Fire Safety Emergency Evacuation Map posted?			
Are stairways clear and unblocked?			
Are power bars connected directly to main receptacle?			
Are phone lines, electrical cords and extension cords secured under desks or along baseboards?			
Do all three-pronged plugs have the ground pin securely in place?			
Are extension cords/power bars in good repair?			
Are raised floor receptacles located in non-traffic areas?			
Are keyboards and monitors placed directly in front of the operator?			
Are keyboard trays adjustable?			
Are workers using their ergonomic controls?			
Are chairs adjustable, both in height and back and on 5-point rolling castors?			
Do chairs have sturdy rungs and legs?			
Are heavy items (i.e. paper) stored on lower and middle shelves of cabinets?			
Are storage shelves overloaded?			
Is there a step-stool or ladder available to reach the top shelves?			
Are chemicals labeled?			
Are MSDS's available for the products?			
Is the employee lounge neat and clean?			
Do paper cutters have guards in place and is the torsion spring adjusted to hold blade up when released?			
Are fire extinguishers inspected once a month?			
Are all lighting fixtures in working order and no burned out bulbs?			
Does any equipment have sharp metal edges or projections?			
Are paper recycling or wastebaskets placed where they cannot create a tripping hazard?			
Are washrooms acceptable and clean?			
Is the defibrillator flashing a green light indicating the battery unit is charged?			
ARCHIVES SAFETY			
Is there ventilation where concentrated chemicals are handled?			
Is personal protective equipment being used as required (book repair, etc.)?			
Are eyewash bottles clean and full of saline solution?			
First aid kit must have the following item posted:			
<ul style="list-style-type: none"> • First Aid Certified Employee Lists 			
Does the Safety Board (located in the staff lounge room) have the following minimum items posted?			
<ul style="list-style-type: none"> • Occupational Health and Safety Act including the Industrial Regulations • Health and Safety Policy • Violence and Harassment Policy • JHSC minutes and monthly inspections • JHSC member names • Health and Safety at work "Prevention Starts Here" • Form 82 – In case of injury poster – POSTED ON BULLETIN BOARD • First aid Regulation (1101) – POSTED ON BULLETIN BOARD 			

Comments: _____

Supervisor: _____

Date: _____

Inspector: _____

Date: _____

JHSC WORKPLACE SPECIFIC INSPECTION CHECKLIST

Department: Mechanical Room

MECHANICAL ROOM SAFETY CHECKLIST	YES	NO	N/A
Is there adequate ventilation where flammable liquids are stored or dispersed?			
Are workers wearing their personal protective equipment?			
Are halls and stairwells kept free from clutter and materials (i.e. furniture and recycling material)?			
Are pre-operational inspections being done on the required equipment?			
Is the maintenance schedule being met as required?			
Are equipment problems being corrected in a reasonable amount of time?			
Are MSDS's readily available?			
Are all bottles containing chemicals labeled with WHMIS workplace labels?			
Are eyewash stations clean and filled with clean water?			
Are all lighting fixtures in good working order?			

Comments: _____

Supervisor: _____

Date: _____

Inspector: _____

Date: _____

JHSC WORKPLACE SPECIFIC INSPECTION CHECKLIST

Department: Office

OFFICE SAFETY CHECKLIST	YES	NO	N/A
Are floor surfaces clean, dry and free from debris?			
Are carpets well secured and free from worn or frayed spots?			
If floor mats are used, are they causing a trip hazard?			
Are aisles and doorways free of objects to permit unobstructed visibility and/or exit?			
Are stairways clear and unblocked?			
Are emergency exits marked and free from obstructions?			
Is there a Fire Safety Evacuation Map posted?			
Are power bars surge protected and, if used, connected directly to main receptacle and in good repair? Multi use electrical plug outlets must also be surge protected.			
Are phone lines, electrical cords and extension cords secured under desks or along baseboards?			
Are extension cords in good repair?			
Are electrical outlets not overloaded? (i.e. use of multi plug outlets)			
Are keyboards and monitors placed directly in front of the operator?			
Are keyboard trays adjustable?			
Are desk computers or laptops positioned to prevent awkward postures?			
Are chairs adjustable, both in height and back and on 5-point rolling castors?			
Do chairs have sturdy rungs and legs?			
Are heavy items (i.e. paper) stored on lower and middle shelves of cabinets?			
Are storage shelves overloaded?			
Is there a step-stool or ladder available to reach the top shelves?			
Are filing cabinet doors closed?			
Are chemicals labeled?			
Do paper cutters have guards in place and is the torsion spring adjusted to hold blade up when released?			
Are fire extinguishers inspected once a month?			
Are emergency exit lights located at fire exit doors?			
Are all ceiling lighting fixtures in working order? No burned out bulbs?			
Does any equipment have sharp edges or projections?			
Are paper recycling or wastebaskets placed where they cannot create a tripping hazard?			
Are washrooms acceptable or clean?			
Is the lunchroom clean and orderly?			
Is the defibrillator flashing a green light indicating the battery unit is charged?			
First aid kit must have the following item posted: <ul style="list-style-type: none"> • First Aid Certified Employee Lists 			
Does the Safety Board have the following minimum items posted? <ul style="list-style-type: none"> • Occupational Health and Safety Act including the Industrial Regulations • Health and Safety Policy • Violence and Harassment Policy • JHSC minutes and monthly inspections • JHSC member names • Health and Safety at work "Prevention Starts Here" • Form 82 – In case of injury poster – POSTED ON BULLETIN BOARD • First aid Regulation (1101) – POSTED ON BULLETIN BOARD 			

Comments: _____

Supervisor: _____

Date: _____

Inspector: _____

Date: _____

JHSC WORKPLACE SPECIFIC INSPECTION CHECKLIST

Department: Residence Services

RESIDENCE SERVICES SAFETY CHECKLIST	YES	NO	N/A
Are floor surfaces clean, dry and free from debris?			
Are carpets well secured and free from worn or frayed spots?			
If floor mats are used, are they causing a trip hazard?			
Are aisles and doorways free of objects to permit unobstructed visibility and/or exit?			
Are stairways clear and unblocked?			
Are emergency exits marked and free from obstructions?			
Is there a Fire Safety Plan posted?			
Are all lighting fixtures in good working condition?			
Is the lighting adequate?			
Are company vehicles parked on-site after hours?			
If yes, is there a secured parking lot for company vehicles after hours?			
Have vehicles been stolen from the parking lot?			
Have vehicles been broken into?			
Do violent, criminal, drunk or drugged persons ever come into your building?			
Is the building entrance well lit?			
Are garbage areas, external buildings, or equipment that employees use in a well ventilated area without corners or hiding areas?			
Are building exits easily visible?			
Are First Aid boxes (stations) available and a list of qualified First Aiders attached with their locations?			
Are fire extinguishers inspected each month?			
Are emergency alarm and phone systems well lit and easily accessible?			
Is there a functional system testing to see if the lights and emergency phones work?			
Are workers aware of what to do in the case of harassment?			
Are washrooms acceptable or clean?			
Is the defibrillator flashing a green light indicating the battery unit is charged?			
First aid kit must have the following item posted: <ul style="list-style-type: none"> • First Aid Certified Employee Lists 			
Does the Safety Board have the following minimum items posted? <ul style="list-style-type: none"> • Occupational Health and Safety Act including the Industrial Regulations • Health and Safety Policy • Violence and Harassment Policy • JHSC minutes and monthly inspections • JHSC member names • Health and Safety at work "Prevention Starts Here" • Form 82 – In case of injury poster – POSTED ON BULLETIN BOARD • First aid Regulation (1101) – POSTED ON BULLETIN BOARD 			

Comments: _____

Supervisor: _____

Date: _____

Inspector: _____

Date: _____