

MANAGEMENT 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 emergency exits marked and free from obstructions?			
Are all lighting fixtures in working order?			
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 adjusting knob turned to "0" when not being used?			
Is there a Fire Safety evacuation map posted?			
Are employees using carts to transfer completed food to other buildings?			
Are employees using the buildings elevators for the delivery of food?			

Comments: _____

Supervisor: _____

Date: _____

Inspector: _____

Date: _____

MANAGEMENT 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 dispensed?			
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 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 stairways clear and unblocked?			

Comments: _____

Supervisor: _____

Date: _____

Inspector: _____

Date: _____

MANAGEMENT WORKPLACE SPECIFIC INSPECTION CHECKLIST

Department: Housekeeping

HOUSEKEEPING SAFETY CHECKLIST	YES	NO	N/A
Are cleaning chemicals safely stored to prevent unauthorized access?			
Are aisles and doorways free of objects to permit unobstructed visibility and/or exit?			
Are emergency fire exits marked?			
Are fire exit doors free of obstructions?			
Are exit doors kept unlocked from the inside when the building is occupied? Do panic bars function properly?			
Are halls and stairwells kept free from combustible materials (i.e. furniture, recycling materials)?			
Are stairways clear and unblocked?			
Is there emergency power failure lighting available at fire exit doors?			
Are all fire exit door lights illuminated?			
Are fire extinguishers are being inspected monthly?			
Is personal protective equipment available for the handling of housekeeping cleaning chemicals (gloves, aprons, goggles, etc.)?			
Are employees wearing the appropriate PPE while handling the housekeeping cleaning chemicals?			
All electrical equipment free of damaged electrical cords/plugs?			
Are extension cords in good repair?			
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 employees following correct lifting techniques?			
Are all bottles containing chemicals labeled with WHMIS Workplace labels?			
Are storage shelves firmly attached to the wall to prevent tipping?			
Is a ladder or stepping stool available for reaching high items on the shelves or for cleaning?			

Comments: _____

Supervisor: _____

Date: _____

Inspector: _____

Date: _____

MANAGEMENT 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 lighting adequate?			
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?			

Comments: _____

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Date: _____

Inspector: _____

Date: _____

MANAGEMENT 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?			
Are stairways clear and unblocked?			
Is there a Fire Safety Emergency Evacuation Map posted?			
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?			
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 first aid boxes (stations) available and a list of qualified first aiders attached with their locations?			
Are fire extinguishers inspected once a month?			
Are all lighting fixtures in working order?			
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?			

Comments: _____

Supervisor: _____

Date: _____

Inspector: _____

Date: _____

MANAGEMENT WORKPLACE SPECIFIC INSPECTION CHECKLIST

Department: Maintenance Shop

MAINTENANCE SHOP SAFETY CHECKLIST	YES	NO	N/A
Is there adequate ventilation where flammable liquids are stored or dispensed?			
Is there adequate ventilation where batteries are charged?			
Is there adequate ventilation where WHMIS controlled chemicals are handled/dispensed?			
Is adequate PPE available for all jobs including the handling of WHMIS chemicals?			
Are guards in place for high hazard equipment?			
Are areas kept free of combustible materials? (i.e. rags, furniture, recycling, etc.)			
Are safe operating procedures being followed as instructed?			
Is there emergency power failure lighting available at fire exit doors?			
Are all fire exit door light illuminated?			
Are fire extinguishers being inspected monthly?			
Are flammable liquids stored in approved safety containers with a spring-loaded cap and flame arrestor; in outside storage facilities when required?			
Are all flammable liquids properly grounded?			
Are employees are following correct lifting techniques?			
Is the Asbestos Log for locations of known asbestos available for maintenance staff and contractor review?			
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 all machines properly guarded?			
Are all lighting fixtures in working order?			
Is all debris swept up and removed from machines/shop floor on a regular basis?			
Are eyewash stations clean and filled with saline solution?			
Are all electrical cords and extension cords in good repair?			
Is the maintenance shop floor free from slip and fall hazards?			
Are all ladders stored properly and in good repair?			

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: _____

MANAGEMENT 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 lights illuminated?			
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 first aid boxes (stations) available and a list of qualified first aiders attached with their locations?			
Are fire extinguishers inspected once a month?			
Are emergency power failure exit lights located at fire exit doors?			
Are all ceiling lighting fixtures in working order? 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 lunchroom clean and orderly?			

Comments: _____

Supervisor: _____

Date: _____

Inspector: _____

Date: _____