

### Libraries – Workplace Inspection Checklist

Date:		Inspected By:	
-------	--	---------------	--

JHSC Inspection

Management Inspection

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

Please provide a description below for any items where "No" has been indicated.

Item Number	Risk Level (H)igh (M)edium(L)ow	Repeat Item Yes, No	Identified Hazard & Recommended Action	Assigned Individual	Action Taken	Completion Date

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_