

### Housekeeping – Workplace Inspection Checklist

Date:		Inspected By:	
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JHSC Inspection

Management Inspection

HOUSEKEEPING SAFETY CHECKLIST		YES	NO	N/A
1.	Are cleaning chemicals safely stored to prevent unauthorized access?			
2.	Are aisles and doorways free of objects to permit unobstructed visibility and/or exit?			
3.	Are emergency fire exits marked?			
4.	Are fire exit doors free of obstructions?			
5.	Are exit doors kept unlocked from the inside when the building is occupied? Do panic bars function properly?			
6.	Are halls and stairwells kept free from combustible materials (i.e. furniture, recycling materials)?			
7.	Are stairways clear and unblocked?			
8.	Is there emergency power failure lighting available at fire exit doors?			
9.	Are all fire exit door lights illuminated?			
10.	Are fire extinguishers being inspected monthly?			
11.	Is personal protective equipment available for the handling of housekeeping cleaning chemicals (gloves, aprons, goggles, etc.)?			
12.	Are employees wearing the appropriate PPE while handling their housekeeping cleaning chemicals?			
13.	All electrical equipment free of damaged electrical cords/plugs?			
14.	Are extension cords in good repair?			
15.	Are pre-operational inspections being done on the required equipment?			
16.	Is the maintenance schedule being met as required?			
17.	Are equipment problems being corrected in a reasonable amount of time?			
18.	Are employees following correct lifting techniques?			
19.	Are all bottles containing chemicals labeled with WHMIS Workplace labels?			
20.	Are storage shelves firmly attached to the wall to prevent tipping?			
21.	Is a ladder or stepping stool available for reaching high items on the shelves or for cleaning?			
22.	First aid kit must have the following item posted: <ul style="list-style-type: none"> <li>• First Aid Certified Employee Lists</li> </ul>			
23.	Does the Safety Board 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

Item Number	Risk Level (High Medium(Low)	Repeat Item Yes, No	Identified Hazard & Recommended Action	Assigned Individual	Action Taken	Completion Date

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

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

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

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