



Workplace Safety Inspection Guideline

Environment

dust, gases, fumes, sprays, lighting, noise, ventilation

Buildings

windows, doors, floors, stairs, roofs, walls, elevators

Containers

scrap bins, disposal receptacles, barrels, carboys, gas cylinders, solvent cans

Electrical

switches, cables, outlets, connectors, grounding connections, breakers

Fire Protection Equipment

extinguishers, hoses, hydrants, sprinkler alarm systems, access to equipment

Hand Tools

wrenches, screwdrivers, power tools, explosive actuated tools

Hazardous Materials

flammable, explosive, acidic, caustic, toxic

Materials Handling

conveyors, cranes, hoists, hoppers

Personal Protective Equipment

hard hats, safety glasses, respirators, gas masks

Pressurized Equipment

boilers, vats, tanks, piping, hoses, couplings, valves

Production Equipment

mills, shapers, cutters, borers, presses, lathes

Personnel Support Equipment

ladders, scaffolds, platforms, catwalks, staging

Powered Equipment

engines, electrical motors, compressor equipment

Storage Facilities

racks, bins, shelves, cabinets, closets, yards, floors

Walkways and Roadways

aisles, ramps, docks, vehicle ways

Protective Guards

gear covers, pulleys, belt screens, work station, guards, railings, drives, chains

Safety Devices

valves, emergency switches, cutoffs, warning systems, limit switches, mirrors, sirens, signs

Controls

start-up switches, steering mechanisms, speed controls, manipulating controls

Lifting Components

handles, eye-bolts, lifting lugs, hooks, chains, ropes, slings

Hygiene and First Aid Facilities

drinking fountains, washrooms, safety showers, eyewash fountains, first aid supplies

Housekeeping Items for Safety Inspections

Floors and Other Areas

- Are floors clean and clear of waste?
- Are signs posted to warn of wet floors?
- Are floors in good condition?
- Are there holes, worn or loose planks or carpet sticking up?
- Is anti-slip flooring used where spills, moisture or grease are likely?
- Are there protruding objects such as nails, sharp corners, open cabinet drawers, trailing electrical wires?
- Are personal items, such as clothing and lunch boxes, in assigned lockers or storage areas?
- Is the work area congested?
- Are floors well-drained?

Aisles and Stairways

- Are aisles unobstructed and clearly marked?
- Are mirrors installed at blind corners?
- Are aisles wide enough to accommodate workers and equipment comfortably?
- Are safe loading practices used with hand and power trucks, skids, or pallets?
- Is the workplace lighting adequate? Are stairs well lit?
- Are stairs covered with an anti-slip tread? Are faulty stair treads repaired?

Spill Control

- Are all spills wiped up quickly?
- Are procedures followed as indicated on the material safety data sheet?
- Are spill absorbents used for greasy, oily, flammable or toxic materials?
- Are used rags and absorbents disposed of promptly and safely?
- Is a spill area surrounded by a barrier to prevent a spill from spreading?

Equipment and Machinery Maintenance

- Is equipment damaged or outdated?
- Are tools and machinery inspected regularly for wear or leaks?
- Is equipment repaired promptly?
- Are drip pans or absorbent materials used if leaks cannot be stopped at the source?

- Is a machine that splashes oil fitted with a screen or splash guard?
- Are machines and tools cleaned regularly?

Waste Disposal

- Are there adequate number of containers?
- Are there separate and approved containers for toxic and flammable waste?
- Are waste containers located where the waste is produced?
- Are waste containers emptied regularly?
- Are toxic and flammable waste chemicals handled properly?

Storage

- Are storage areas safe and accessible?
- Is material stacked securely, blocked or interlocked if possible?
- Are materials stored in areas that do not obstruct stairs, fire escapes, exits or firefighting equipment?
- Are materials stored in areas that do not interfere with workers or the flow of materials?
- Are bins or racks provided where material cannot be piled?
- Are all storage areas clearly marked?
- Do workers understand material storage and handling procedures?

Fire Prevention

- Are combustible and flammable materials present only in the quantities needed for the job at hand?
- Are combustible and flammable materials kept in safety cans during use?
- Are hazardous materials stored in approved containers and away from ignition sources?
- Are sprinkler heads clear of stored material?
- Are fire extinguishers inspected and located along commonly travelled routes, and close to possible ignition sources?
- Are oily or greasy rags placed in metal containers and disposed of regularly?