

SAMPLE WORKPLACE INSPECTION CHECKLIST

Location: _____

Date/time of inspection: _____

Inspector names and job titles: _____

Note: This inspection form is generic. We encourage you to add items or edit items in the list so that it applies to your industry, internal work practices, and specific legislated requirements.

No.	FLOORS	Satisfactory	Unsatisfactory	Not applicable
1.	Floors clean and clear of waste			
2.	Good traction/condition - safe footing			
3.	Signs posted to warn of wet floors			
4.	No tripping hazards			
5.	No worn or loose flooring or carpet			
6.	No protruding objects (nails, wires)			

No.	STAIRS AND AISLES	Satisfactory	Unsatisfactory	Not applicable
1.	Aisles unobstructed - clearly marked			
2.	Mirrors installed at blind corners			
3.	Aisles not congested			
4.	Aisles wide enough for normal traffic			
5.	File drawers not left open as obstructions			
6.	Escape routes not congested			
7.	Escape routes meet provincial standard			
8.	Lighting adequate - walkways well lit			
9.	Emergency lighting functioning correctly			
10.	No faulty stair treads			

No.	EQUIPMENT AND MACHINERY MAINTENANCE	Satisfactory	Unsatisfactory	Not applicable
1.	Equipment/machinery not damaged			
2.	Machine guards in place and effective			
3.	Tools in proper operating condition			
4.	Drip pans/absorbent material available			
5.	Furniture in proper operating condition			
6.	Ladders in good operating condition			
7.	Ladders properly placed or stored			

No.	WASTE DISPOSAL	Satisfactory	Unsatisfactory	Not applicable
1.	Adequate number of containers			
2.	Appropriate containers for toxic or flammable waste			
3.	Waste containers located where waste produced			
4.	Waste containers emptied regularly			
5.	Waste containers emptied regularly			

No.	STORAGE	Satisfactory	Unsatisfactory	Not applicable
1.	Storage areas appropriate for materials being stored			
2.	Material stacked securely and accessible			
3.	Bins/racks provided where material cannot be safely stacked			
4.	Materials stored so as not to interfere with work areas			
5.	Storage areas clearly marked			

No.	EMERGENCY EQUIPMENT	Satisfactory	Unsatisfactory	Not applicable
1.	Extinguishers inspected annually and tags signed			
2.	Extinguishers not obstructed and easily identified			
3.	Extinguishers appropriate for the types of fire they must control			
4.	Sprinklered rooms clear of stored materials 12" from ceiling			
5.	Emergency lighting in place and operating properly			
6.	First aid kits present and complete			
7.	Eye wash stations present with fluid in date			

No.	LIGHTING	Satisfactory	Unsatisfactory	Not applicable
1.	Lamp reflectors clean			
2.	Lighting adequate for work being performed			
3.	Lamps not next to flammable objects			

No.	HVAC SYSTEM	Satisfactory	Unsatisfactory	Not applicable
1.	No persistent odours or fumes			
2.	Area heating appropriate for occupancy			
3.	Humidity appropriate for occupancy			
4.	Ventilation openings properly screened			

No.	HAZARDOUS MATERIALS/DANGEROUS GOODS	Satisfactory	Unsatisfactory	Not applicable
1.	Hazardous materials and dangerous goods have been identified			
2.	Hazardous materials inventory completed			
3.	SDSs available for all hazardous materials			
4.	Materials and goods properly stored (appropriate segregation and containment)			
5.	Materials and goods properly labeled			

No.	SANITATION - WASHROOMS	Satisfactory	Unsatisfactory	Not applicable
1.	Washrooms clean			
2.	Fixtures not damaged or leaking			
3.	Soaps/paper towels/toilet paper present			

No.	SANITATION - FOOD PREPARATION AREAS	Satisfactory	Unsatisfactory	Not applicable
1.	Consumables properly stored			
2.	Food residue properly discarded			
3.	Food preparation areas clean			
4.	Crumb traps cleaned			
5.	Cleaning materials stored away from food storage/preparation areas			
6.	Small appliances unplugged when not in use			
7.	Cleaning cloths in sanitary condition			
8.	Sink faucets and drains operating correctly			
9.	Fridge and freezer interiors clean - no food residue			

No.	SECURITY	Satisfactory	Unsatisfactory	Not applicable
1.	Security locks functioning properly			
2.	Doors and windows secured after hours			
3.	Emergency plan posted			
4.	Confidential materials not left unattended			
5.	Confidential papers properly disposed of			

No.	ELECTRICAL SAFETY	Satisfactory	Unsatisfactory	Not applicable
1.	Extension cords for temporary use only			
2.	Wall outlets not damaged			
3.	No exposed or bare wires			
4.	Breaker panel covers closed			
5.	Power cords don't cross walkways			
6.	Temporary cords taped in place			
7.	Power cords and plugs in good condition			

No.	GENERAL HOUSEKEEPING	Satisfactory	Unsatisfactory	Not applicable
1.	Wall and ceiling fixtures fastened securely			
2.	Damaged fixtures/equipment clearly marked			
3.	Paper and waste properly disposed of			
4.	Desk and file drawers closed when not in use			
5.	File cabinets filled from the bottom up			
6.	File cabinet drawers not overloaded			
7.	Materials not stacked on desks or chairs			
8.	Filing stools and wastebaskets not placed where they may be tripping hazards			

