

 BRANDON UNIVERSITY WSH Inspection Checklist Guide	Workplace Safety & Health Committee Inspection Guide	Approved by: Michael McCormick Author: Michelle Augustyn Reviewed by: WSH Committee Member
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Guide for general Workplace Safety and Health Committee members during inspections. Additional items of concern that are area specific may also be noted during inspections.

1. Entrances and Exits
 - a. Are emergency maps posted?
 - b. Are emergency exits clear of materials, furniture, or equipment?
 - c. Are emergency exit signs working?
 - d. Are the proper chemical identification signs clearly visible before entering the room?
 - e. Are fire doors free of obstructions and signs of damage?
 - f. Are fire doors propped open?
 - g. Are the proper PPE requirement signs clearly visible before entering the room?
 - h. Are doorways clear of materials, furniture, or equipment?
 - i. Are doors with fob access functional?
 - j. Are building deficiencies that could compromise staff safety such as broken exterior windows, doors and locks or security systems reported?

2. Floors and Walkways
 - a. Are aisles clear of materials or equipment?
 - b. If supplies or materials are stored on the floor, are they away from doors and aisles and stacked no more than three boxes high? (the three box high rule is for heavier boxes)
 - c. Are carpets or tiles in good condition? (e.g. free of loose or lifting carpeting or tile)
 - d. Is all hallway storage limited to one side of the hall?

3. Walls and Ceilings
 - a. Are signs and fixtures securely fastened to the wall?
 - b. Are holes in the walls or ceilings that may pose a hazard repaired?
 - c. Are ceiling tiles in place and in good condition?

4. Lighting
 - a. Are lighting levels in work areas adequate?
 - b. Are work areas free of glare or excessive lighting contrast?
 - c. Does emergency lighting work?

5. Garbage
 - a. Are bins located at suitable points?
 - b. Are bins emptied regularly?
 - c. Is garbage or recycling picked collected regularly so it does not accumulate to pose a fire hazard?

6. Chairs

- a. Are all chairs in good condition?
- b. Are adjustable office chairs properly adjusted for the employee?
- c. Are there chairs with only 4 spokes that are a tipping hazard to users?

7. Electrical

- a. Are all electrical cords in good repair?
- b. Is there clear access to electrical panels?
- c. Is there clear access to electrical panels?
- d. Is there a minimum of 1 meter of free clearance in front of electrical panels?
- e. Are all electrical covers in place? (receptacles, switches, junction boxes etc.)
- f. Are electrical cords secured to prevent trip hazards?
- g. Are all electrical panels secured?
- h. Are plugs, sockets and switches in good condition?
- i. Are all loose or exposed electrical wires properly secured or capped? (not just extension cords)
- j. Are electrical vaults free of combustible storage?

8. Ergonomics

- a. Are equipment/supplies stored so staff do not have to bend or reach beyond a safe range?
- b. Have ergonomic assessments been completed for staff working in sedentary roles?
- c. Do staff know where to find information regarding ergonomics on the Campus Safety Webpage?

9. Environment

- a. Are preventative measures in place protecting employees from cool drafts or excessive heat?
- b. Are employees protected from excessive noise?
- c. Is hearing conservation signage posted?

10. Equipment and Machinery

- a. Is proper personal protective equipment being worn?
- b. Is the equipment regularly maintained?
- c. Is machinery adequately guarded?

11. First Aid

- a. Is the first aid kit accessible and clearly labeled?
- b. Is the first aid kit adequate and complete?
- c. Are staff trained in first aid? Are their names posted on the WSH Bulletin Board?

12. Fire Safety and Security (Physical Hazard)

- a. Are fire pull stations identified and accessible?
- b. Have monthly fire extinguisher inspections been performed?
- c. Are sprinkler heads free of obstruction horizontally & 18" vertically?
- d. Are fire detectors free of obstruction and in serviceable condition?
- e. Are flammable liquids properly stored?
- f. Will space heaters shut off automatically when tipped over?
- g. Are there any missing, dislodged or damaged ceiling tiles?

14. Hazardous Materials (Chemical and Biological Hazards)

- a. Are SDS sheets available for all hazardous chemical materials?
- b. Are ALL chemical containers clearly labeled with WHMIS labels?
- c. Are staff trained in WHMIS?
- d. Are hazardous materials properly stored?
- e. Are hazardous materials disposed of properly?
- f. Are storage areas for hazardous goods clearly identified?
- g. Are staff fit tested for full, ½ face and/or N95 respirators as required?

15. Stairs, Ladders, and Platforms

- a. Are ladders safe and in good condition?
- b. Are stair handles fastened to the wall securely?
- c. Are stairwells clear of storage or obstructions?
- d. Are stairs and handrails in good condition?
- e. Is fall protection equipment in good condition?
- f. Is fall protection equipment stored properly and regularly inspected?

16. Storage

- a. Are supplies and materials stored properly on shelves?
- b. Does your storage layout minimize lifting problems?
- c. Are trolleys or dollies available to move heavy items?
- d. Are floors around shelves clear of clutter?
- e. Are racks and shelves marked with weight restrictions?

17. Potential for Workplace Violence and at Risk Situations

- a. When staff work alone, does someone know where they are and how long they will be alone?
- b. Any cash handling staff working with the public has a physical barrier between them and the public?
- c. Anyone working with money is out of site from the public?
- d. Are there secure areas for storing money or valuables?
- e. Have staff been trained on the Violence Policies and Procedures?
- f. Are employees encouraged to use a buddy system or to call Security when walking to vehicles?
- g. Are hiding places for perpetrators identified and minimized as much as possible?

18. Parking

- a. Are parking spots and walkways appropriately lit?
- b. Have precautions been taken to ensure icy spots in the parking lots have been addressed?