

**MUNICIPALITY OF THE CROWSNEST PASS
FORMAL WORKPLACE INSPECTION CHECKLIST**

Building:	Date Inspected:
Department:	Inspected By:
Review Date:	

Floors and Walkways	Yes	No	N/A
Are aisles clear of materials or equipment?			
Are main aisles at least 1 m (36 in) wide?			
Are doorways clear of materials or equipment?			
Are carpets or tiles in good condition, free of loose or lifting carpeting or tile?			
Are floors clean and free of oil or grease?			
Are floors kept dry?			
If supplies or materials are stored on the floor, are they away from doors and aisles and stacked no more than 3 boxes high?			
Other:			
Storage	Yes	No	N/A
Are supplies and materials stored properly on shelves?			
Does your storage layout minimize lifting problems?			
Are trolleys or dollies available to move heavy items?			
Are floors around shelves clear of debris?			
Are racks and shelves in good condition?			
Are shelves secure and solid?			
Other:			
Stairs, Ladders, and Platforms	Yes	No	N/A
Are ladders safe and in good condition?			
Are stair handrails fastened to the wall securely?			
Are stairs and handrails in good condition?			
Are stairwells clear of materials and equipment?			
Are ladders and stairs provided with anti-slip treads?			
Other:			
Electrical	Yes	No	N/A
Are electrical cords and plugs in good repair?			
Is there clear access to electrical panels and switches?			
Are electrical cords secured?			
Are sockets and switches in proper condition?			
Are ground fault circuit interrupters available, if required?			
Are portable power tool in good condition?			
Other:			
Walls	Yes	No	N/A
Are signs and fixtures securely fastened to the wall?			
Other:			
Lighting	Yes	No	N/A
Are lighting levels in work areas adequate?			
Are work areas free of glare or excessive lighting contrast?			
Is task lighting provided in areas of low light or high glare?			
Other:			
Equipment and Machinery	Yes	No	N/A
Is equipment and machinery kept clean?			
Is the equipment maintained according to maintenance program?			
Are fire extinguishers on all heavy equipment?			
Are operators properly trained?			

Are start/stop switches clearly marked and easy to reach?			
Is machinery adequately guarded?			
Are hand tools in good repair?			
Are workers protected from excessive noise?			
Are fumes and exhaust controlled?			
Do you have a lock out procedure in place?			
Are safety/operation manuals available for equipment and machinery?			
Is equipment blocked/secured against unplanned energy release?			
Other:			
Hazardous Materials	Yes	No	N/A
Are Material Safety Data Sheets (MSDS) provided for all hazardous materials?			
Are hazardous materials contained properly and clearly labeled?			
Are hazardous materials properly stored?			
Are hazardous materials disposed of properly?			
Other:			
Garbage	Yes	No	N/A
Are bins located at suitable points?			
Are bins emptied regularly?			
Other:			
Offices	Yes	No	N/A
Are floors free from trip, slip, and fall hazards?			
Are exits clear and unobstructed?			
Are light fixtures clean and operational?			
Is all office equipment in good repair?			
Are chairs properly adjusted and in good condition?			
Are monitors free from dust?			
Are monitor screens positioned at an appropriate viewing distance and height?			
Other:			
Lunchroom	Yes	No	N/A
Is kitchen equipment in good working order and properly maintained?			
Are the tables kept clean?			
Are chairs in good condition?			
Are the floors clean and free from debris?			
Other:			
Restrooms	Yes	No	N/A
Are facilities clean and well maintained?			
Are floors clean and free from debris			
Are sinks, toilets, etc. in good working order?			
Are facilities well stocked with supplies?			
Other:			
Fire Safety and Security	Yes	No	N/A
Are fire extinguishers clearly marked?			
Are fire extinguishers properly installed on walls?			
Have fire extinguishers been inspected within the last year?			
Are workers trained to use fire extinguishers?			
Are flammable liquids properly stored?			
Are emergency phone numbers posted near phone?			
Are smoke and fire alarms in place?			
Has the fire alarm panel been inspected and/or certified in the past year?			
Are emergency exits clearly marked?			
Are emergency lights in good working condition?			
Have sprinkler systems been inspected?			
Are there safe access/egress for workers and customers?			

Other:			
Parking	Yes	No	N/A
Are parking areas and walkways appropriately lighted?			
Are surfaces clear of debris, snow, or ice?			
Are parking places clearly marked?			
Is the speed limit posted?			
Other:			
First Aid	Yes	No	N/A
Is the first aid kit accessible and clearly labeled?			
Is the first aid kit adequate and complete?			
Is the first aid kit clean and dry?			
Is there an inventory list included?			
Is there a shower or eye wash station available?			
Are injury report forms available?			
Is the appropriate number of first aiders trained and available?			
Other:			
Air Quality	Yes	No	N/A
Is there proper ventilation in the building?			
Engineered air systems in place?			
Have filters been replaced?			
Vents operating properly?			
Furnace operating properly?			
Other:			
Personal Protective Equipment	Yes	No	N/A
Do workers know where to find personal protective equipment?			
Do workers know how to use personal protective equipment?			
Do workers use personal protective equipment properly?			
Eye protection			
Hearing Protection			
Face protection			
Footwear			
Leather Gloves or Rubber Gloves (for chemicals)			
Protective clothing/coveralls			
Aprons			
Respirators			
Other:			
Emergency Response			
Is there an Emergency Response Plan in place and appropriate to workplace?			
Workers know what to do in an emergency?			

Inspector

Date

Inspector

Date

Inspector

Date

Department Lead Hand

Date

Health & Safety Coordinator

Date